US ARMY FINANCIAL MANAGEMENT COMMAND

GFEBS Fund the Force (FTF) Analyst Payment Preparation, Certification and Reports

United States Army Financial Management Command

Action, Conditions and Standard

- **ACTION:** log into the General Fund Enterprise Business System (GFEBS) and effectively execute the functions and responsibilities of a Fund the Force (FTF) Analyst and Certifier

- **CONDITIONS:** given access to the USAFMCOM GFEBS Training Environment, Army Knowledge Online (AKO) website and relevant Accounts Payable documentation and input

- **STANDARD:** access the appropriate GFEBS module to prepare a payment proposal, Certify all viable payments within such proposal and submit the data to Disbursing for payment to the applicable vendor while adhering to system procedures and maintaining Separation of Duties (SOD)

References

- Department of Defense Financial Management Regulation (DoDFMR), Volume 10 *(Contract Payment Policy and Procedures)*

http://comptroller.defense.gov/fmr/

- Department of Defense Guide for Miscellaneous Payments

http://www.acq.osd.mil/dpap/pdi/eb/miscellaneous_pay.html

- DFAS-IN Manual 37-100-FY, The Army Management Structure

http://www.asafm.army.mil/offices/bu/dfas37100.aspx?officecode=1200

- Defense Federal Acquisition Regulation (DFAR)

http://www.Acq.osd.mil/dp/dfars.html

- Code of Federal Regulations Title 5, Part 1315 (Prompt Payment Act) 5CFR 1315 (PPA)

http://www.Acq.osd.mil/dp/dfars.html

- DFAS-IN 37-1 Regulation

http://www.asafm.army.mil/offices/BU/Dfas371.aspx?OfficeCode=1200

References (Cont'd)

- GFEBS Training Performance Support Website (PSW)
  https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/index.htm
  - L101E GFEBS Overview
  - L201E Integrated Process Overview
  - L210E Financials Process Overview
  - L250E Acquisition process Overview
  - L251E Accounts Payable Process overview
  - L303E GFEBS Navigation and Reports
  - L410E Introduction to Financials
  - L413E Financial Reporting
  - L416 Cash balancing
  - L451E Material and Vendor Master Data Maintenance
  - L454 Goods Receipt Processing
  - L455 Invoice Processing
  - L457E Purchase card

- Theater Financial Management Support Center (TFMSC) milWiki Portal
  https://www.milsuite.mil/login/Login?goto=https%3A%2F%2Fwww.milsuite.mil%3A443%2Fwiki%2FPortal%3A13th_Financial_Management_Center

Agenda

- **FTF Analyst and Certifier GFEBS Roles and responsibilities**
- **1st FTF Analyst responsibilities (Payment preparation)**
  - **Payment Proposal preparation**
    - **F110**- Automatic Payment Transactions (Payment Proposal preparation)
    - **Changing the Status of a Payment Proposal**
      - **F110**- Automatic Payment Transactions (Updating Statuses)
- **2nd FTF Analyst responsibilities (Payment Certification)**
  - **Payment Proposal Certification**
    - **F110**- Automatic Payment Transactions (Payment Certification)
- **GFEBS-DDS Interface process**
- **Check on Learning**
- **FTF Analyst Reports**
  - **ZPMT_WAREHOUSE -** Payment Warehouse Report (Unpaid Items)
    - Exporting the report to Microsoft Excel

Agenda

- **FMFG_E_ZFZALI00 –** Federal Payment Settlement List (Paid Items)
- **FMRC –** Penalty Reason Report
- **Additional GFEBS Reports Options and Tips**
  - Generating Reports in the “Background”
  - Changing a Report “Layout”
  - Report shortcuts and keys
- **Check on Learning**
- **Useful Links**
- **Questions?**

Fund the Force Analyst GFEBS Roles and Responsibilities

GFEBS Roles

Within a functional area, such as Fund the Force (FTF), users may have multiple GFEBS Roles. The type and number of roles assigned to a user depend not only on the kind of job performed, but also on the organization in which the job takes place.

Each role is granted a set of authorizations to perform the transactions required for the role. The authorizations are called transaction codes (T-codes).

GFEBS Roles are assigned in order to maintain auditability and to enforce Separation of Duties (SOD). Example: One person should not have the ability to

Deployed FTF Roles

FTF Senior Analyst (FMSU):

- Debt Interface Monitor
- BI (Business Intelligence) Reporter
- Command Budget Reporter
- Payment Interface Processing Monitor
- Bank Account Number Verification
- Vendor Master Data Display
- Site Invoice Interface Processing Monitor
- Financial Reviewer

Note: Specific Deployed GFEBS Roles are determined by the incumbent Theater Financial Management Support Center (TFMSC)

Deployed FTF Roles (Cont'd)

FTF Senior Analyst (FMSD):

- Payment Processor
- Payment Certifier
- Bank Account Number Display
- Vendor Master Data Display
- Site Invoice Interface Processing Monitor
- Financial Reviewer
- Debt Interface Monitor
- *Payment Interface Processing Monitor (Kuwait Only)*

Note: Specific Deployed GFEBS Roles are determined by the incumbent Theater Financial Management Support Center (TFMSC)

Deployed FTF Roles (Cont'd)

FTF Analyst (FMSD):

- Payment Processor
- Payment Certifier
- Release Blocked Invoice
- Financial Processor Reviewer
- *Payment Interface Processing Monitor (Kuwait only)*

Note: Specific Deployed GFEBS Roles are determined by the incumbent Theater Financial Management Support Center (TFMSC)

1st FTF Analyst responsibilities (Payment preparation)

1st FTF Analyst functions

The 1st FTF Analyst is responsible for the consolidation of all available viable payment data in GFEBS prior to the certification of payments and ultimately, payment to a vendor. They are responsible for ensuring vendors due payments in accordance with the Prompt Payment Act (PPA), the applicable Financial Management regulations and local policy are included in the daily GFEBS "Payment Proposal" file.

The actions of the 1st FTF Analyst will ensure the 2nd FTF Analyst (also known as the "Certifier") has access to the due payments contained in the proposal.

Note: for the purposes of understanding that a single user cannot Create and Certify a Payment Proposal, the user creating the Proposal will be referred to as the "1st FTT Analyst" and the user Certifying the Proposal will be referred to as the "2nd FTF Analyst".

Payment Proposal preparation

Once all the required and applicable data is processed into GFEBS, the FTF Analyst will determine which individual contracts are ready for payment either manually or with the assistance of GFEBS (reports ran by the FTF Chief and Senior Analyst). The FTF Analyst will identify the applicable payment packets and will access GFEBS in order to initiate the Payment Proposal procedures in preparation for Payment Certification performed by the 2nd FTF Analyst (Certifier).

Example GFEBS Payment Processor T-Codes:

1st FTF ANALYST

F110- (Automatic Payment Transactions) (Payment Proposal preparation)

FBZ0- (Payment Proposal)

Payment Proposal preparation

Payment Proposal preparation

The primary objective of the “Payment Proposal” is to provide the FTF Team with a reliable and efficient means of consolidating and processing only the payments that are available for disbursement.

Creating the “Payment Proposal” (GFEBS Payment Processor Role) and “Certifying the Payment Proposal” (GFEBS Payment Certifier Role) are two different tasks that must be accomplished by two separate deployed FTF members (Analysts). One FTF Analyst may be granted both the aforementioned roles but will not be able to execute both due to system constraints.

How many times the Payment Proposal process is run is dependent on the type of document being proposed for payment. It is recommended the process is ran individually for each of these types of transactions:

Payment Proposal Role-based capabilities

Only the 1st FTF Analyst will have the ability to initiate a Payment Proposal in GFEBS:

- ~~**Chief of FTF (FMSU)**~~
- ~~**Senior FTF Analyst (FMSU)**~~
- **Senior FTF Analyst (FMSD)**
- **FTF Analyst (FMSD)**
- ~~**FTF Technician (FMSD)**~~
- ~~**FTF Clerk (FMSD)**~~

Payment Proposal

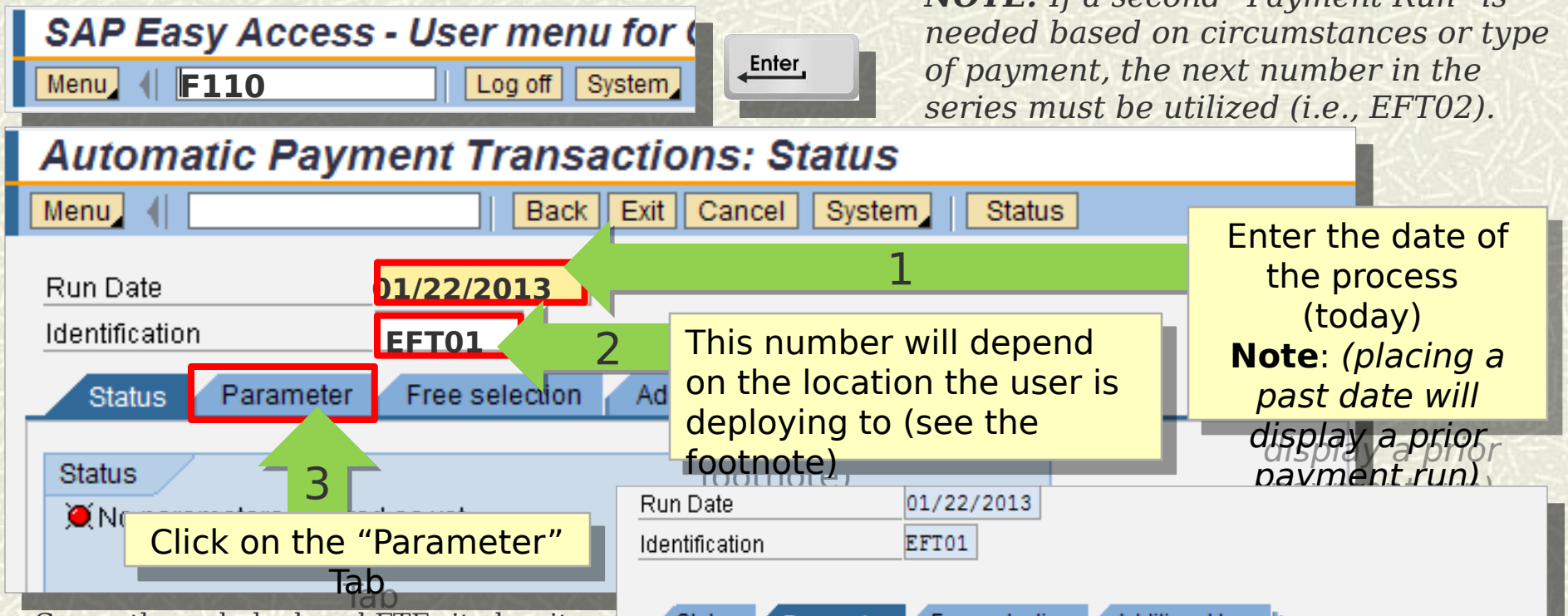
The Payment Proposal is summarized by vendors. Each vendor has up to two lines, one for the items that are blocked and the other for the amount that will be paid out. The line with the blocked items is noted by a **Red** icon . A **Red** icon represents the open items per vendor which the Payment Program did not propose for payment, called "exceptions." There are several reasons why this could be the case (e.g. a vendor or invoice is blocked). A **Green** icon represents the open items which the Payment Program did propose for payment. You cannot change the payment data for vendors with the **Red** icons, only with the **Green** icon.

Payment Proposal (Cont'd)

It is possible to make changes when editing the Payment Proposal. You can make changes to the payment (e.g. due date) and the items paid (e.g. payment block indicator). All changes you make here affect only the Payment Proposal. **Outgoing Payment** is the total proposed payment amount to be paid out. The number under the "Payment" column is the payment document number created after the payment proposal has been carried.

***NOTE**: The **Payment Certifier** designates whether payments are blocked or not; not the **Payment Processor** (the FTF Analyst in theater may have both GFEBS roles). This will be discussed in the Payment Certification portion*

F110- Payment Proposal preparation

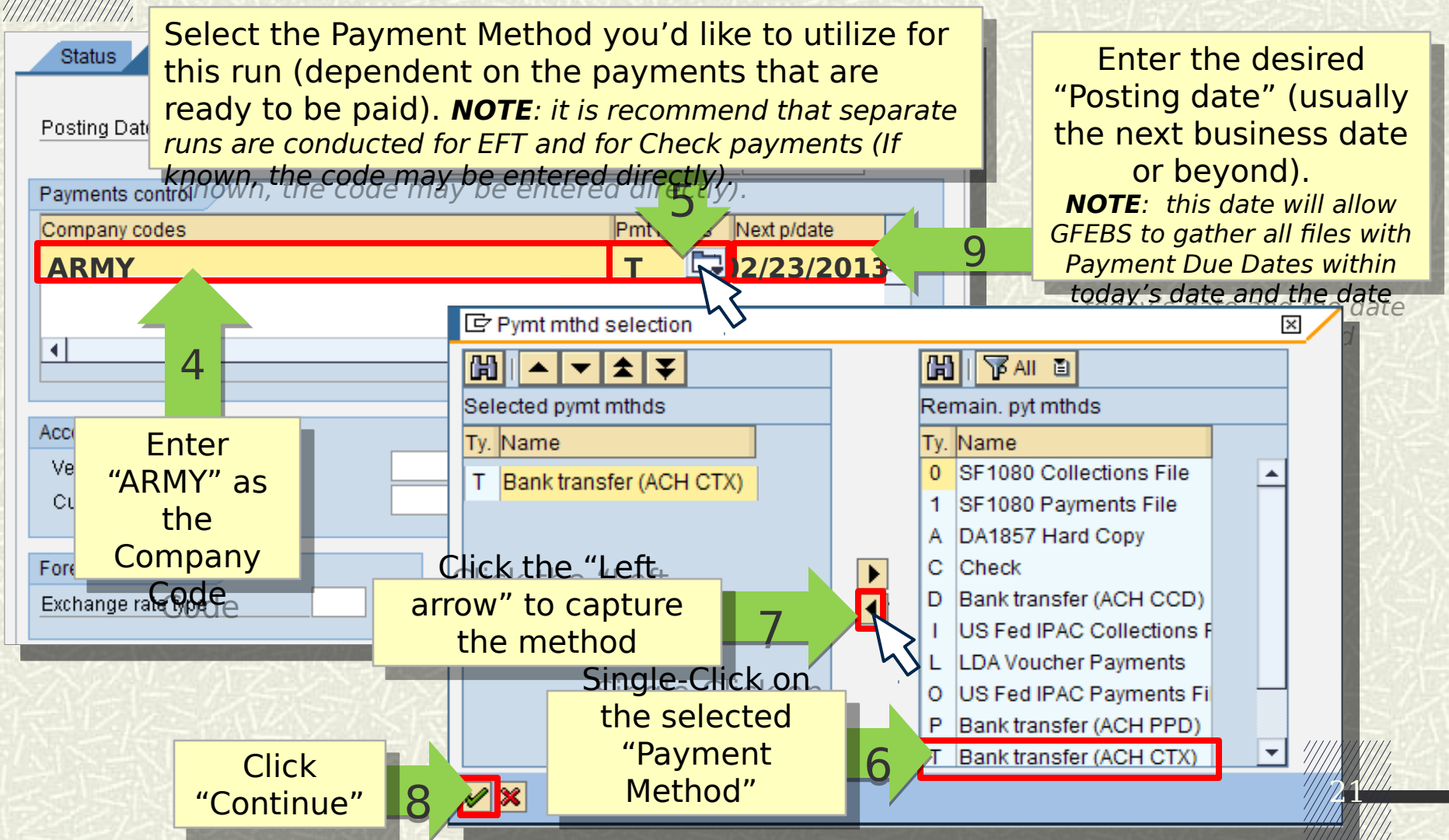


NOTE: If a second "Payment Run" is needed based on circumstances or type of payment, the next number in the series must be utilized (i.e., EFT02).

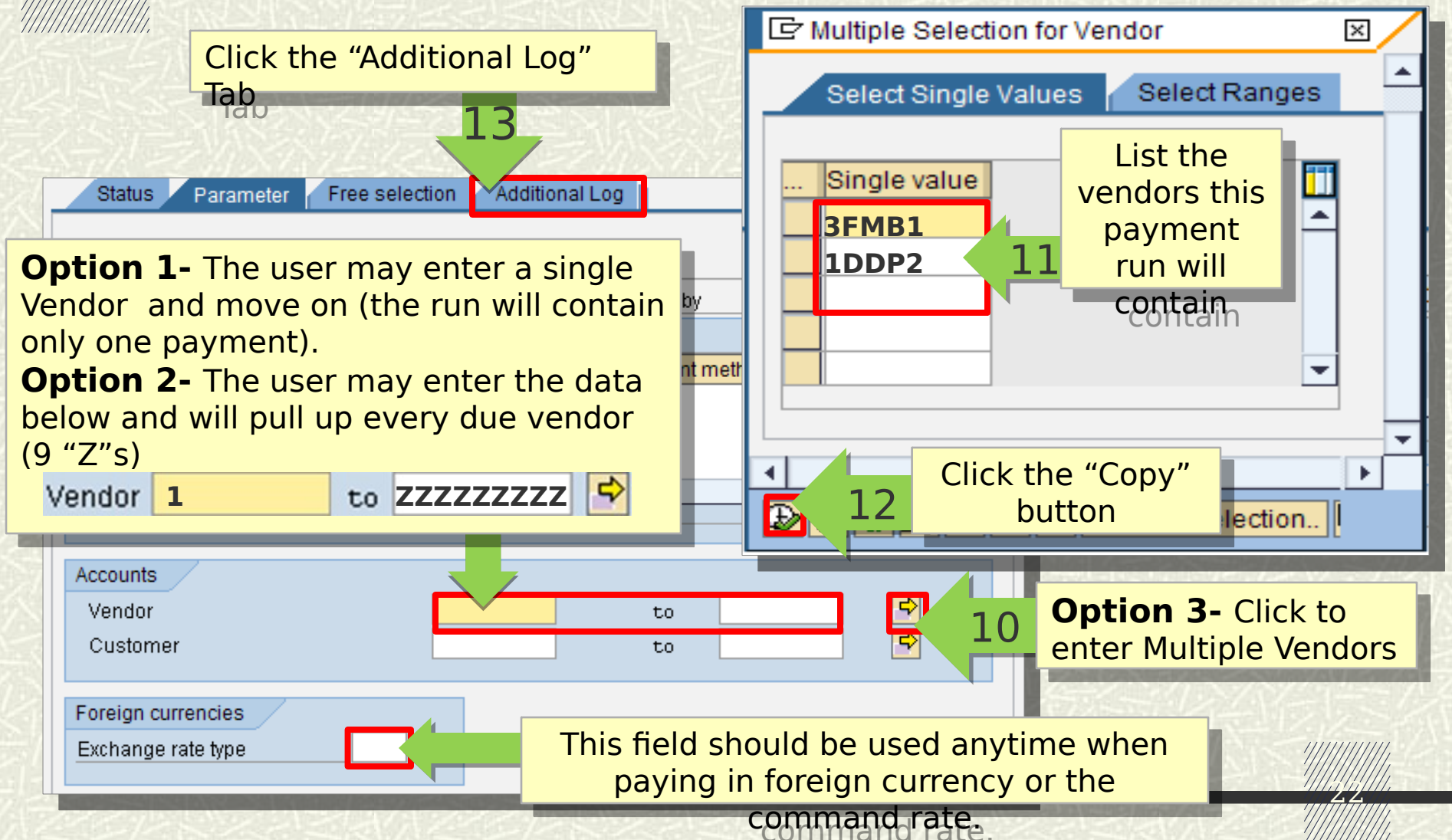
Currently each deployed FTF site has its own series of Payment Proposal Identification numbers:

- Kuwait- **DDU01**
- Bagram- **DDM01**
- Kandahar- **DDA01**
- Saudi Arabia- **DDS01**

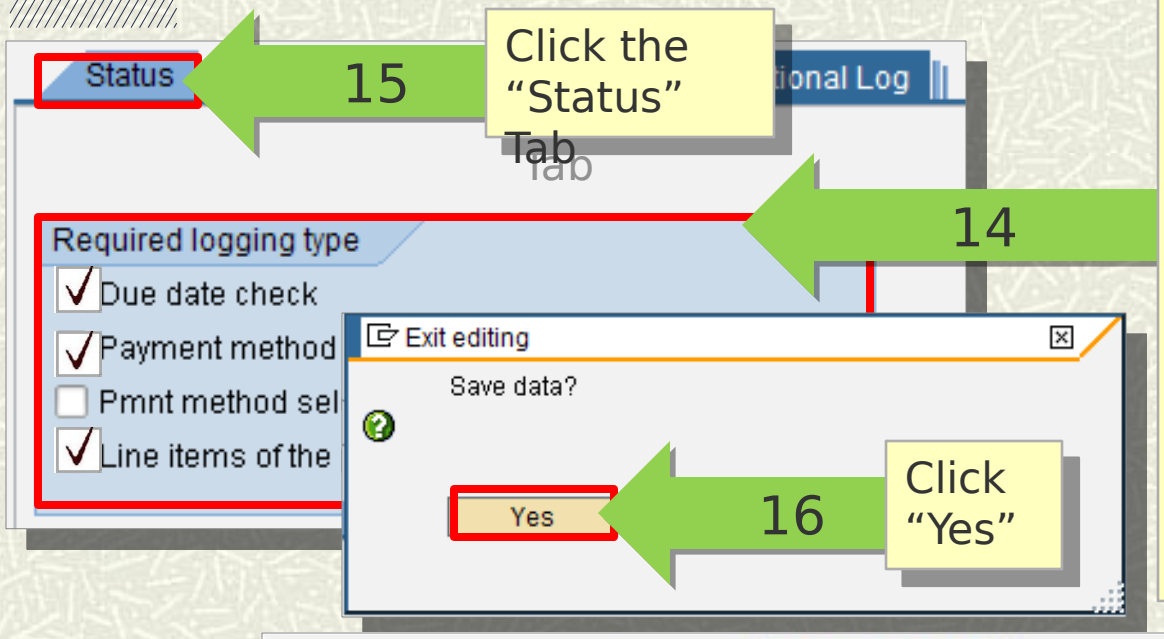
F110- Payment Proposal preparation (Cont'd)



F110- Payment Proposal preparation (Cont'd)



F110- Payment Proposal preparation (Cont'd)

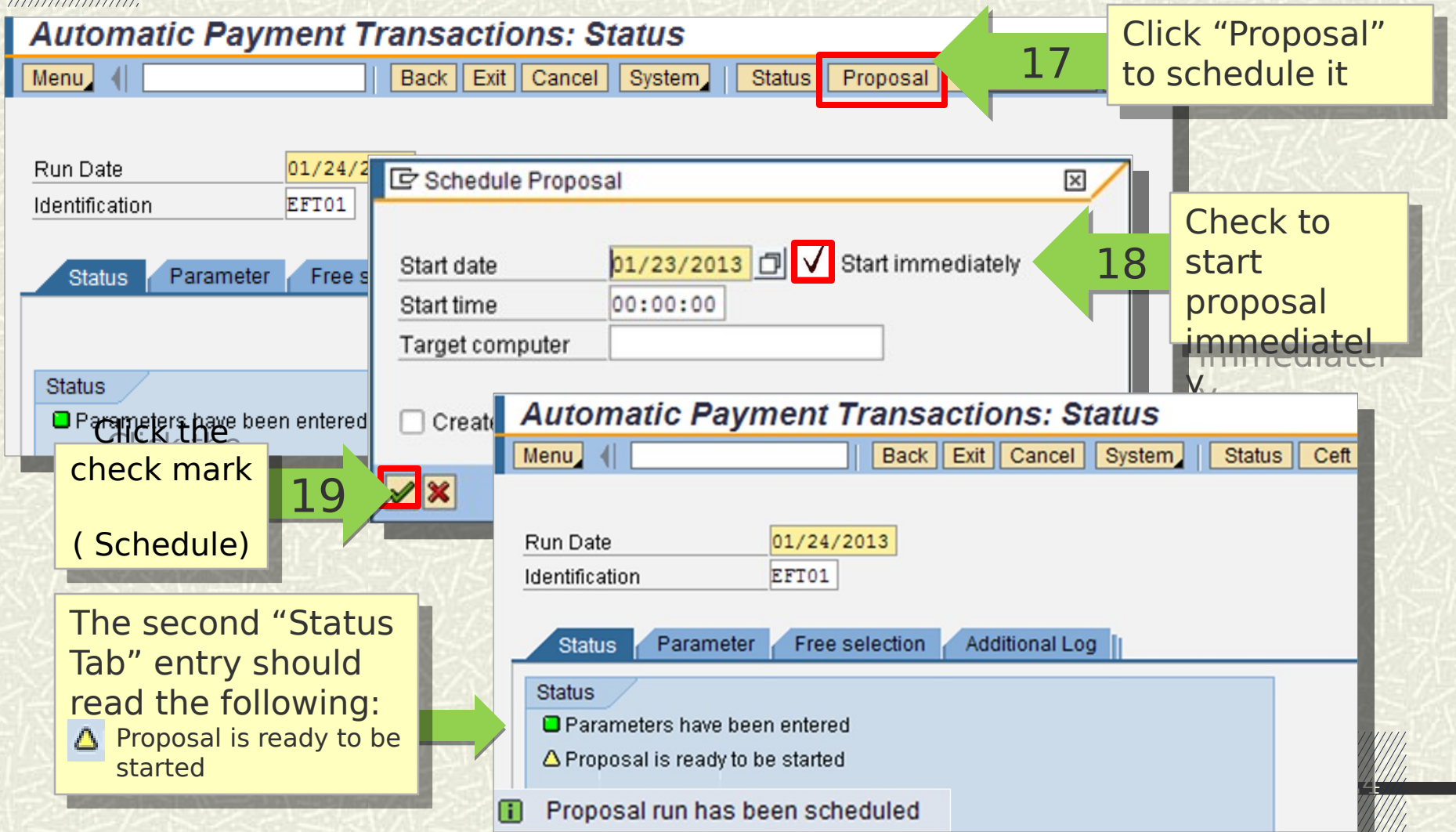


The level of detail available concerning the errors in the Payment Proposal log is based on what the **Payment Processor** selects in this tab. Select the three below.

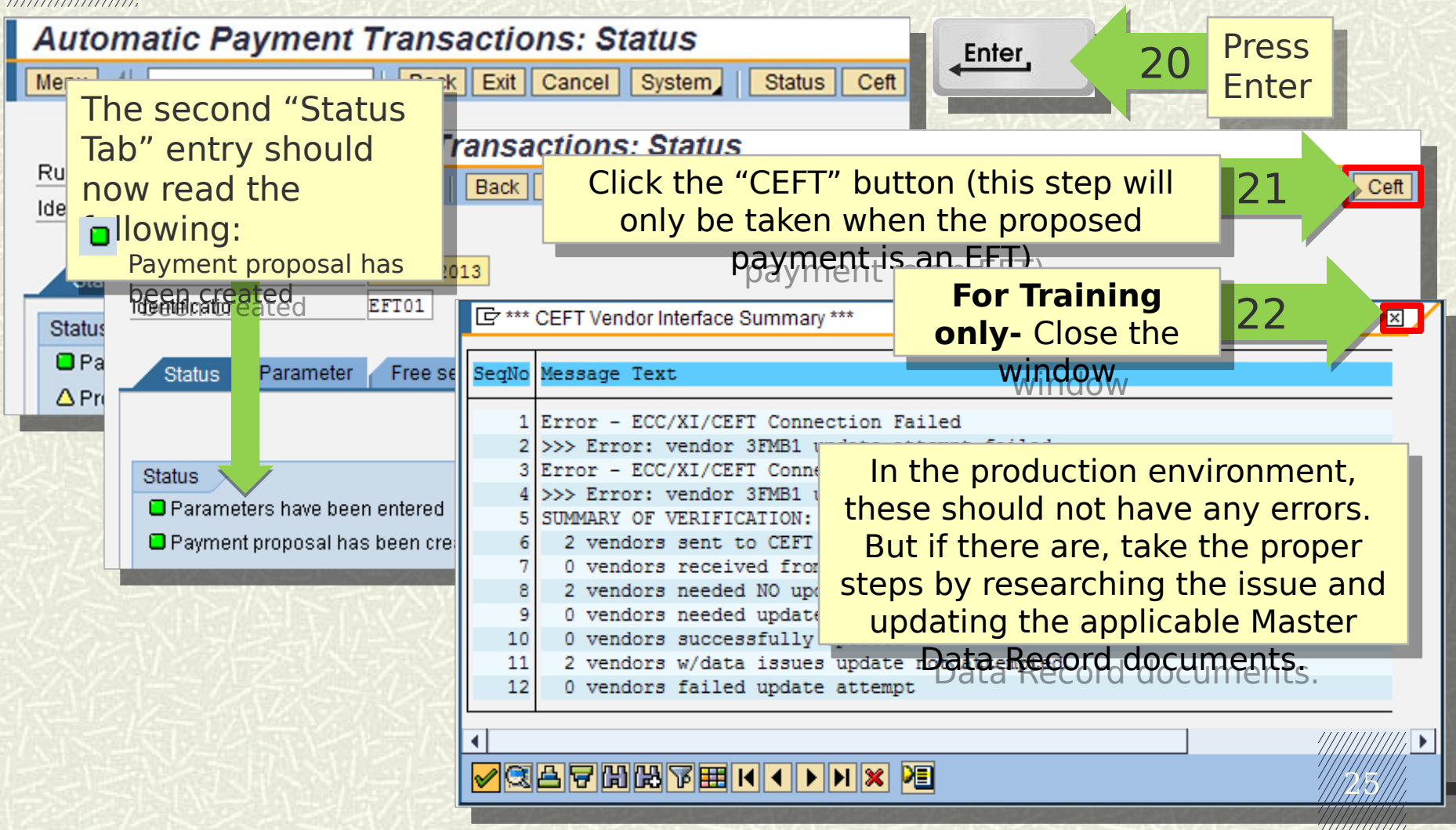
- **Due Date Check:** Select to capture open invoices that are due soon or past due.
- **Payment Method selection in all cases:** Select to capture open invoices with any payment method.
- **Line items of the payment documents:** Select to capture line for invoices

The first entry in the "Status Tab" should read the following

F110- Payment Proposal preparation (Cont'd)



F110- Payment Proposal preparation (Cont'd)



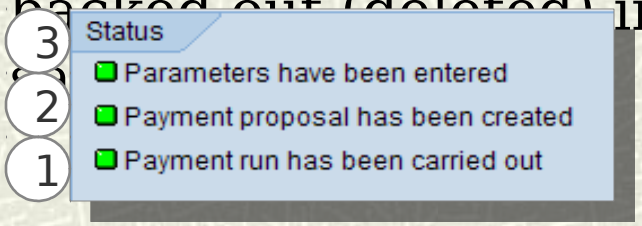
Changing the Status of a Payment Proposal

Changing a Pmt. Proposal status

The following procedures outline how a Payment Proposal and Payment Run can be backed out to a desired status for editing or completely deleted for a predetermined reason.

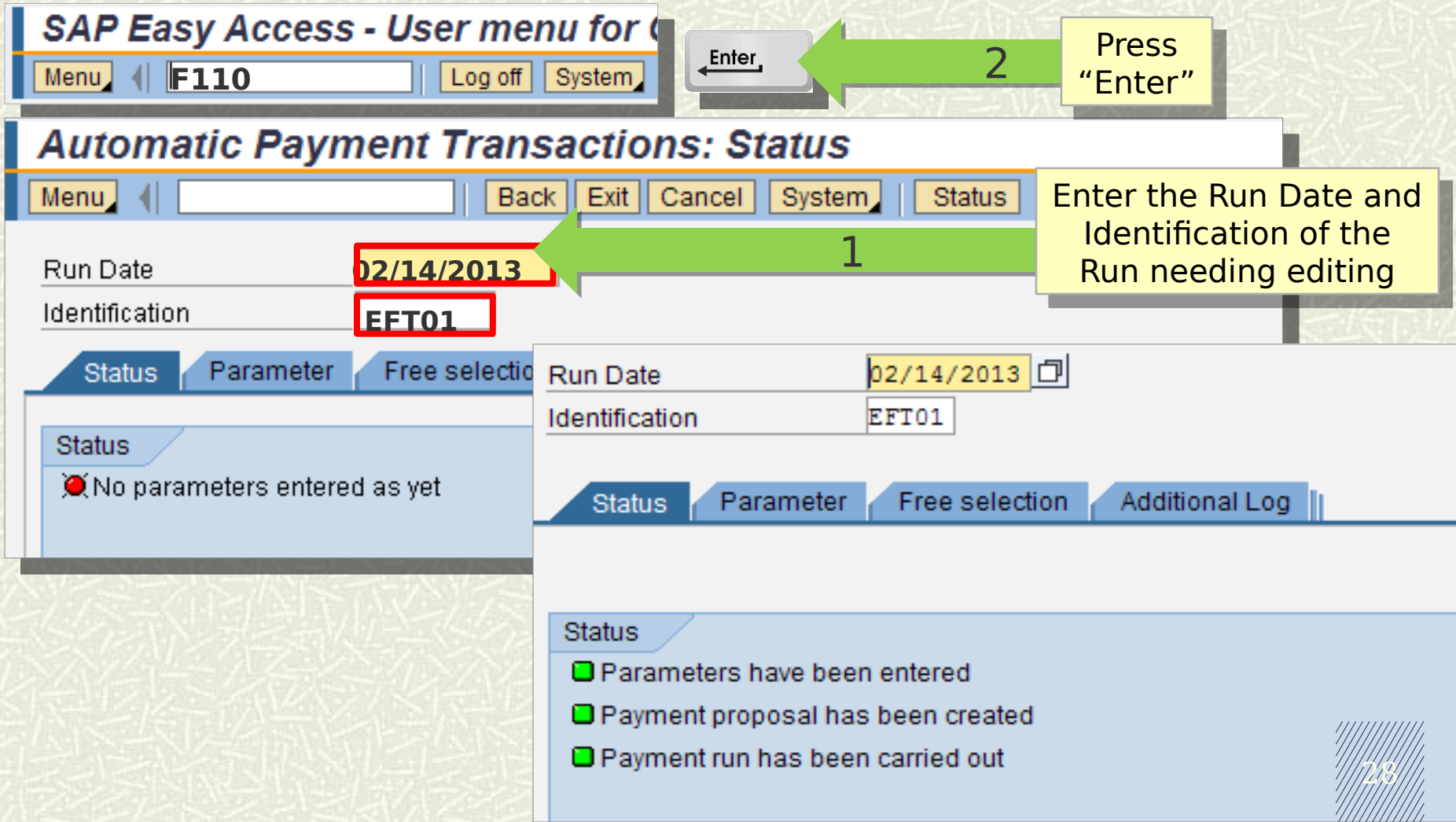
It is the mission of the FTF Team to ensure only viable payments are forwarded to Disbursing for execution. With this function, the FTF Analyst will have the ability to “Edit” the proposal in order to bring it to acceptable levels prior to submitting the payment data to Disbursing.

The user must remember that the process of backing out the Payment Proposal is based in the manner in which it was conducted. The levels of completion (Status Tab) must be backed out (deleted) in the reverse order in which they were



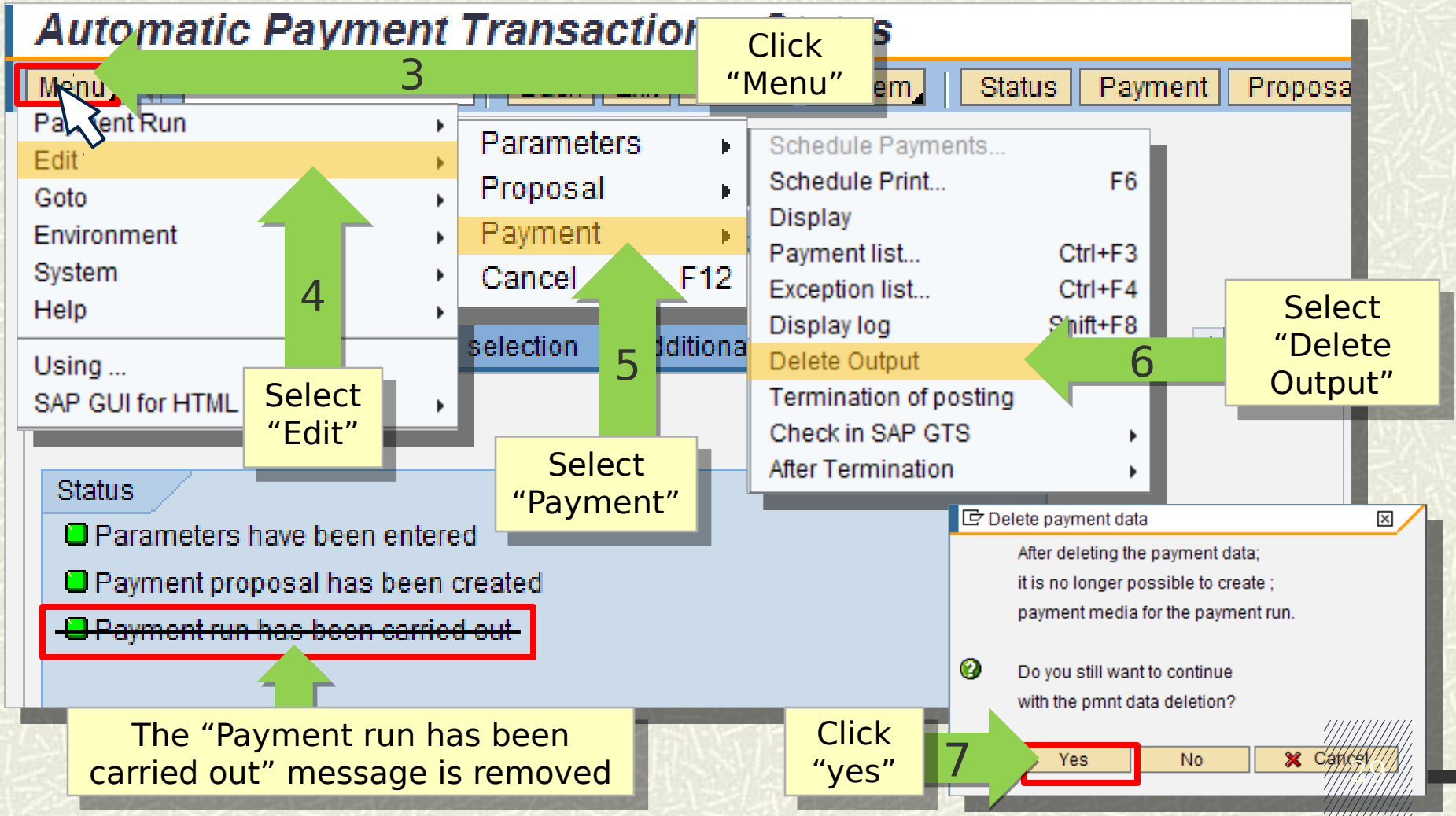
Note: if the Payment Run has been executed and Clearing Numbers have been assigned to the transactions, the Proposal and Run cannot be deleted. The user must reverse the Clearing Documents. This is covered in a different

F110- Changing a Pmt. Proposal status



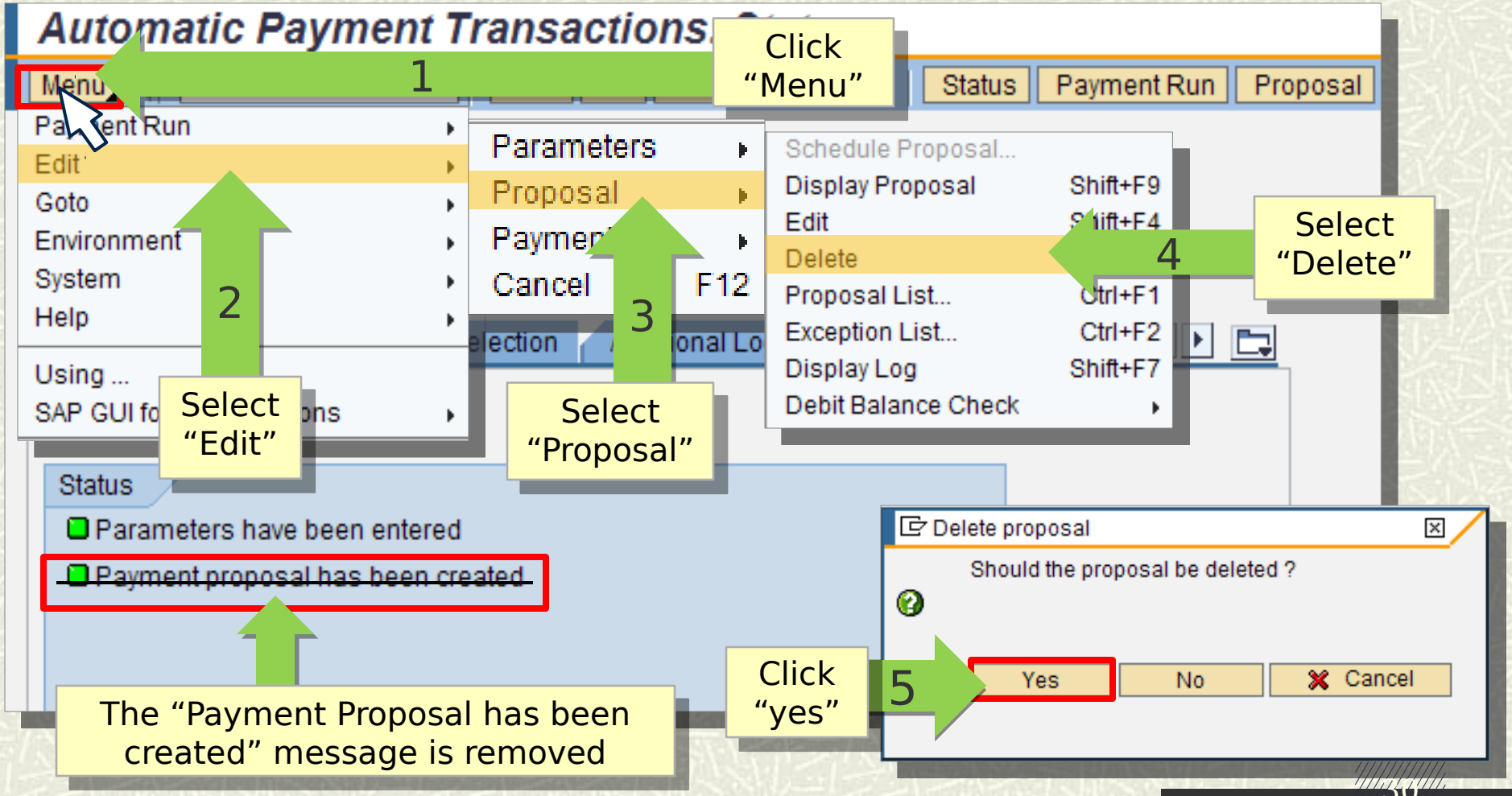
F110- Changing a Pmt. Proposal status (Cont'd)

Deleting the "Payment Run has been carried out" Status



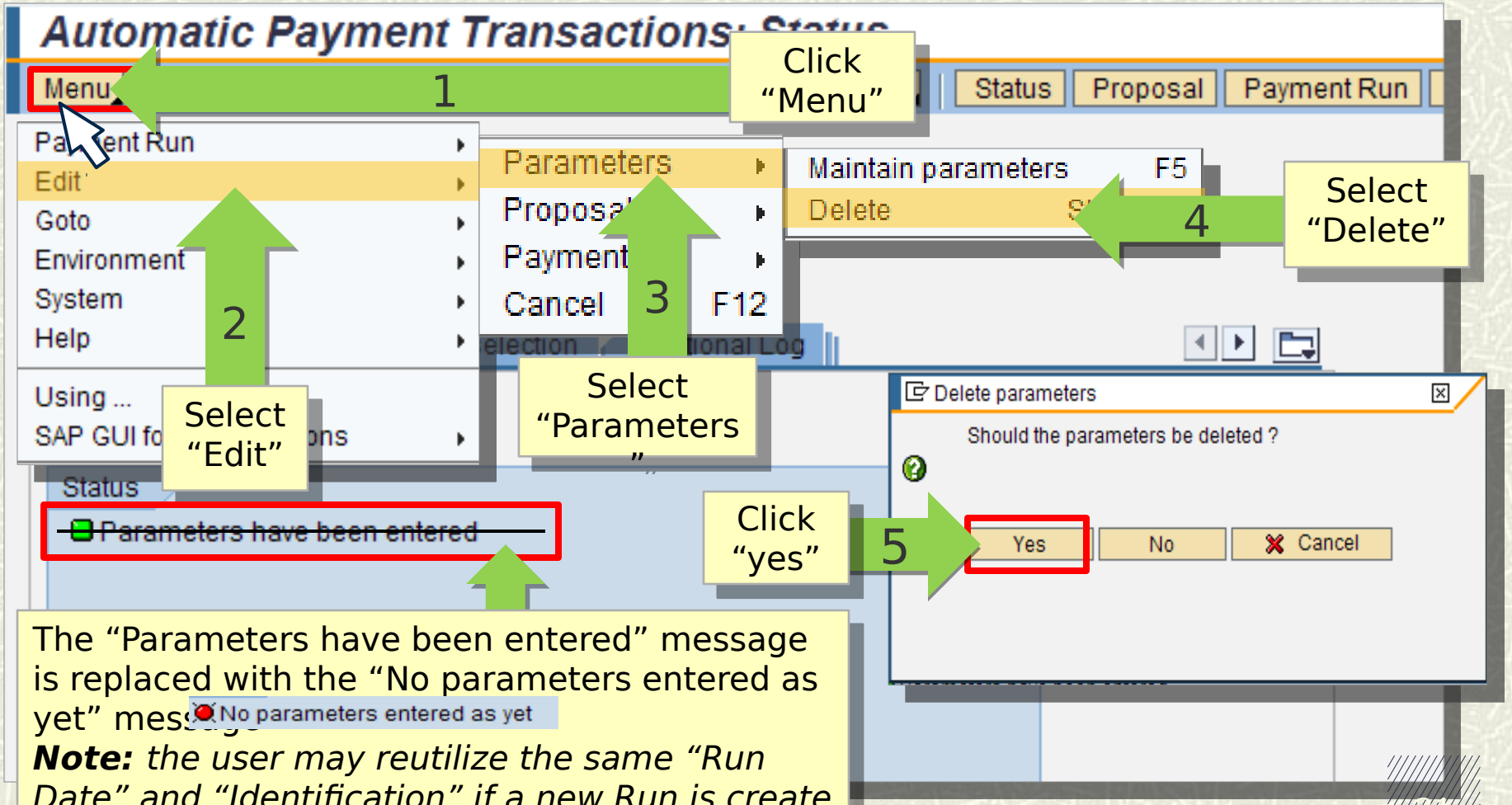
F110- Changing a Pmt. Proposal status (Cont'd)

Deleting the "Payment Proposal has been created" Status



F110- Changing a Pmt. Proposal status (Cont'd)

Deleting the "Parameters have been entered" Status



The "Parameters have been entered" message is replaced with the "No parameters entered as yet" message

Note: *the user may reutilize the same "Run Date" and "Identification" if a new Run is create for this date.*

2nd FTF Analyst responsibilities (Payment Certification)

2nd FTF Analyst (Certifier) functions

The Certifier is responsible for the in-depth review of all data processed in GFEBS prior to executing a payment to a vendor. They are responsible for ensuring all steps of the payment preparation process were taken in accordance with the applicable Accounts Payable regulations and local directives prior to payment Certification. This includes but is not limited to ensuring that Purchase Requests, Purchase Orders, Invoices, Receipts and Vendor Master Data were properly posted to GFEBS in accordance with the original documentation.

*"Certifying Officers are automatically pecuniarily liable if there is a fiscal irregularity. This is known as the "**presumption of negligence**" (28 U.S.C. 2512 and 31 U.S.C. 3527). A fiscal irregularity is either a physical loss of cash, vouchers, negotiable instruments, or supporting documents; or an **erroneous (i.e., illegal, improper, or incorrect) payment**."*

DoDFMR, Volume 5, Chapter 33, para 330903

Payment Proposal Certification

Once the “Payment Proposal” is completed by the 1st FTF Analyst, the Certifier or “2nd FTF Analyst”, will access the same data to ensure all payments contained in the file are in fact due and that they were prepared in accordance to the applicable regulations and local directives.

This is the last step of the FTF payment process prior to forwarding the payment to Disbursing for payment to the vendor.

Example GFEBS Payment Certifier T-Codes:

2nd FTF ANALYST (CERTIFIER)

F110- (Automatic Payment Transactions) (Payment Proposal Certification)

FBZ0- (Payment Proposal)

Payment Certification Role-based capabilities

Only the 2nd FTF Analyst will have the ability to Certify a Payment Proposal in GFEBS:

- ~~Chief of FTF (FMSU)~~
- ~~Senior FTF Analyst (FMSU)~~
- **Senior FTF Analyst (FMSD)**
- **FTF Analyst (FMSD)**
- ~~FTF Technician (FMSD)~~
- ~~FTF Clerk (FMSD)~~

Payment Proposal Certification

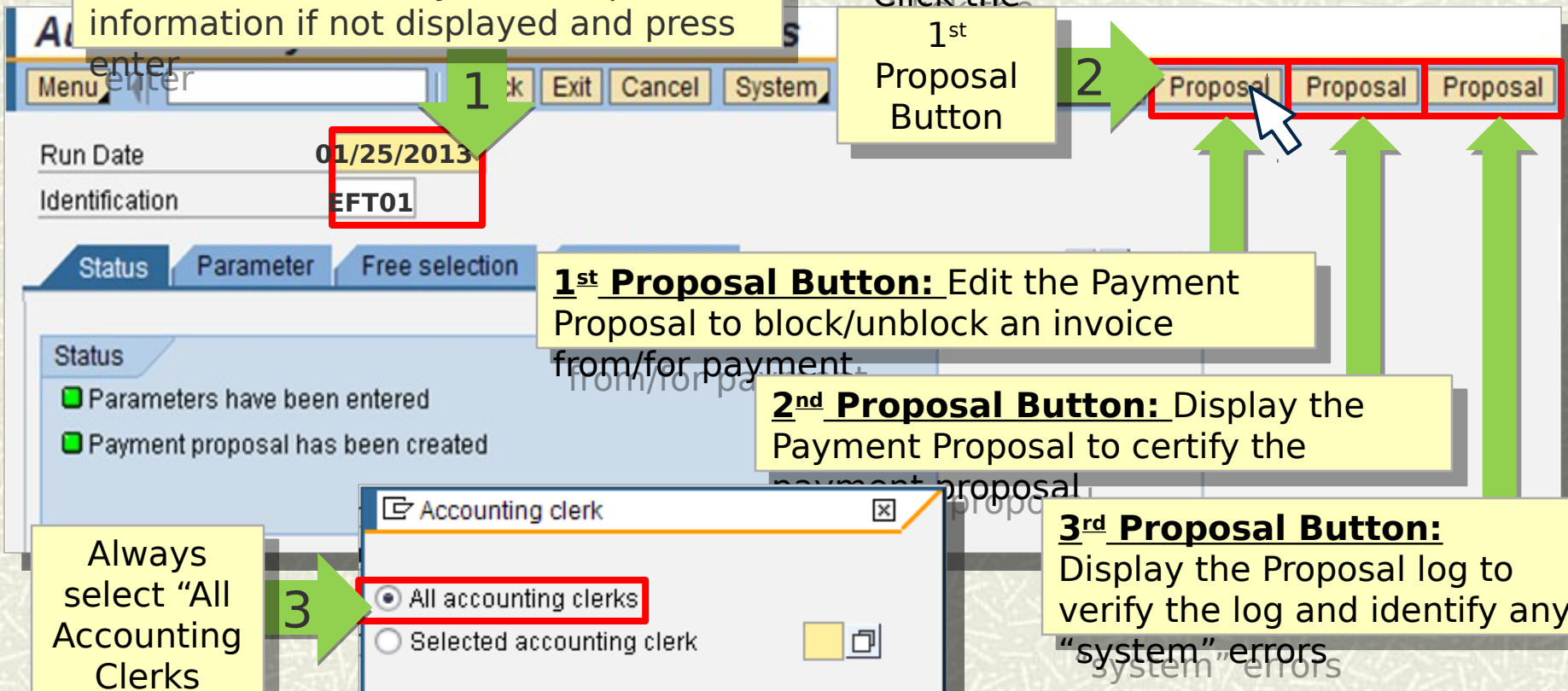
F110- Payment Certification

Enter the desired Payment Proposal information if not displayed and press enter

1

Click the 1st Proposal Button

2



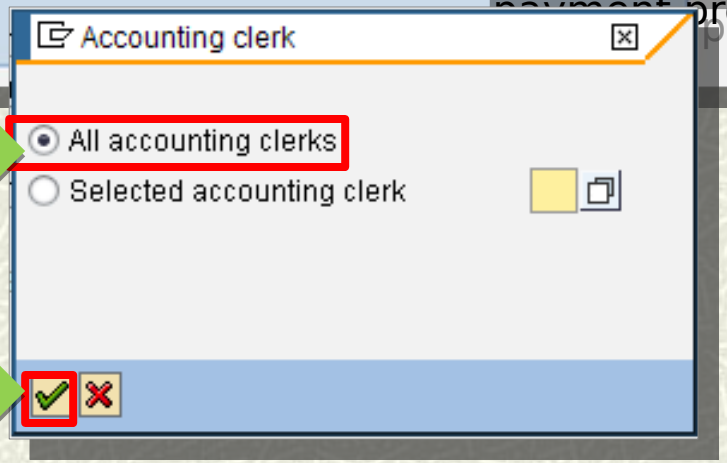
1st Proposal Button: Edit the Payment Proposal to block/unblock an invoice from/for payment.

2nd Proposal Button: Display the Payment Proposal to certify the payment proposal.

3rd Proposal Button: Display the Proposal log to verify the log and identify any "system" errors.

Always select "All Accounting Clerks"

3

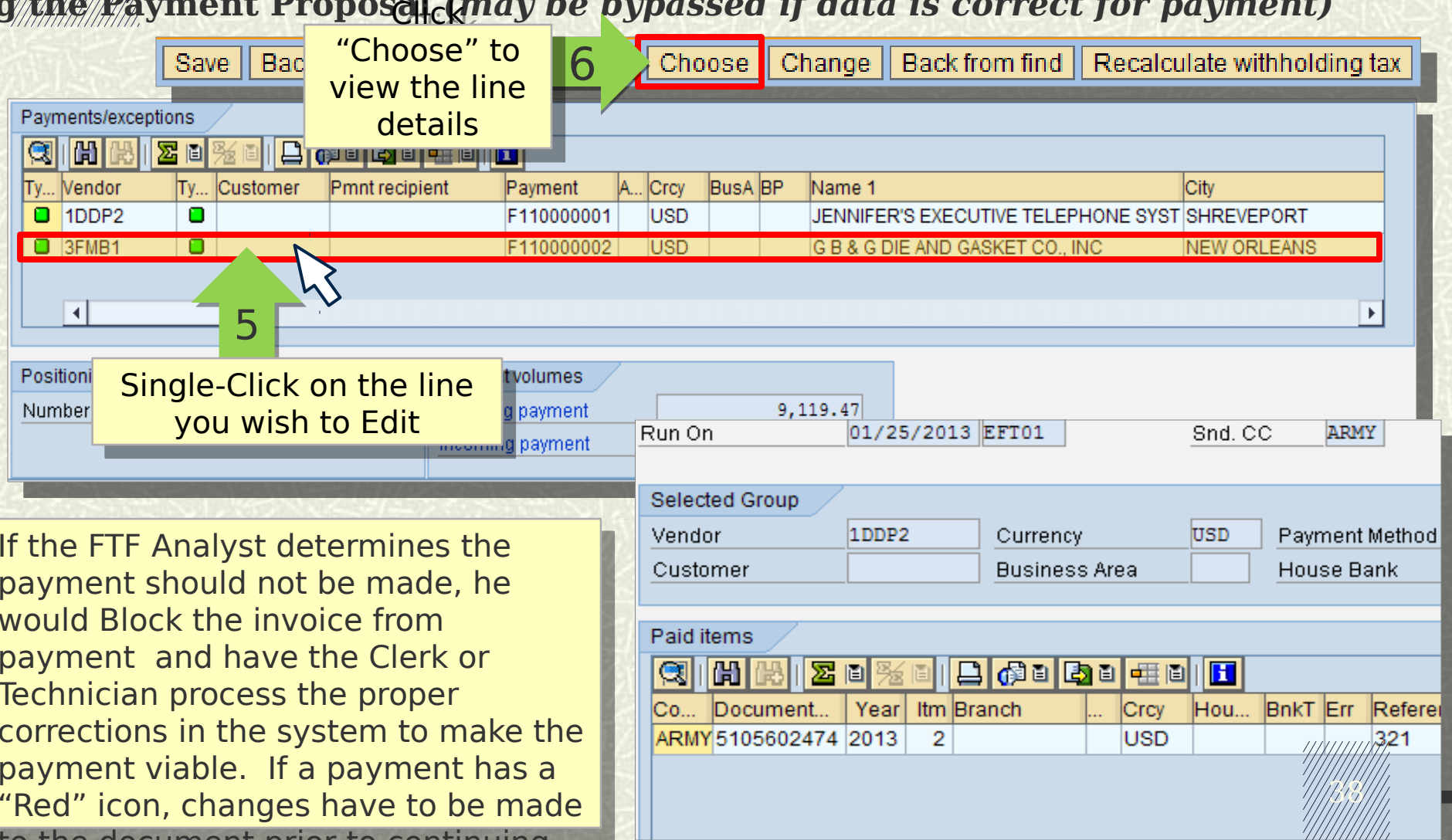


Click "Continue"

4

F110- Payment Certification (Cont'd)

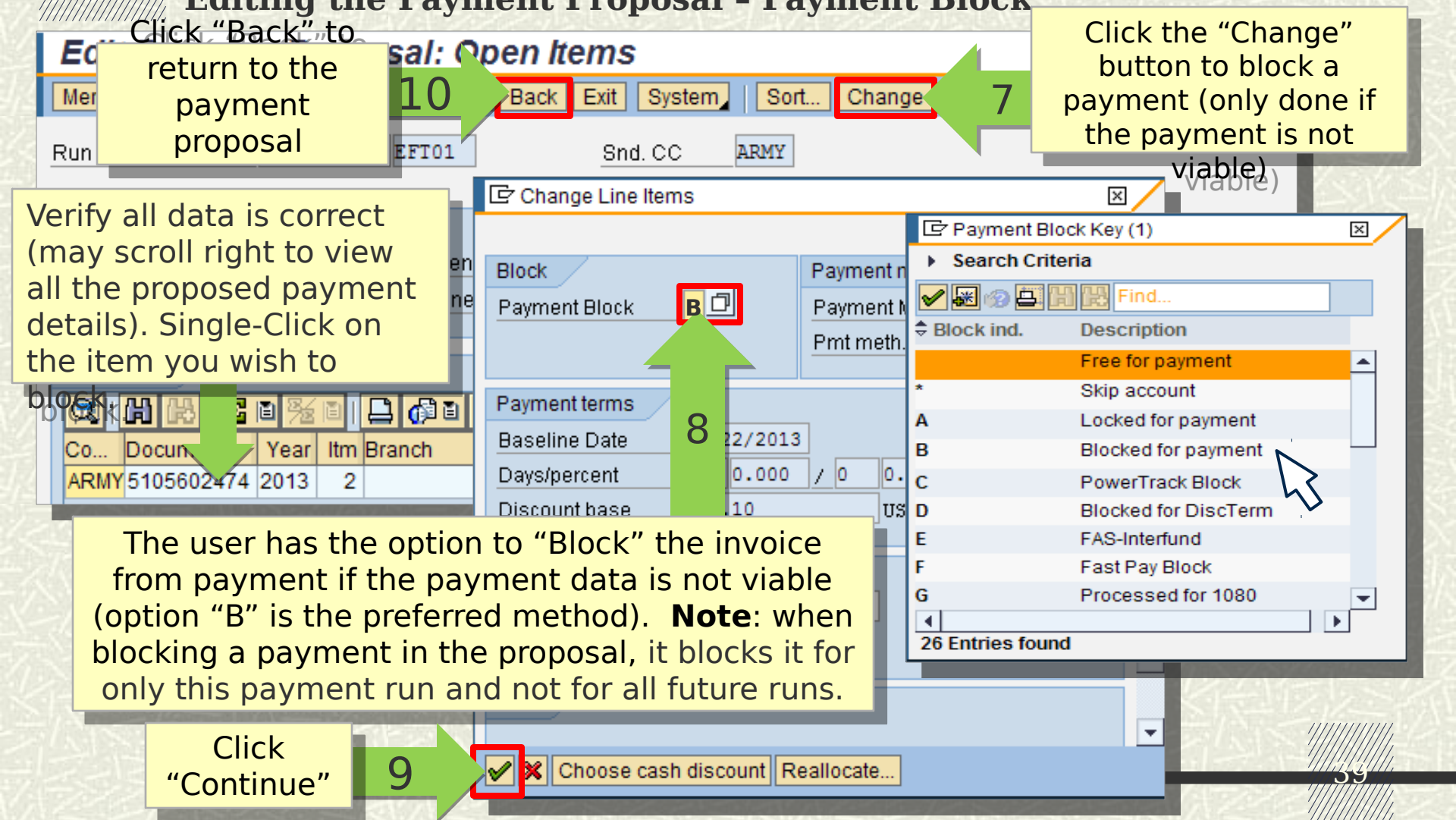
ng the Payment Proposal *(may be bypassed if data is correct for payment)*



If the FTF Analyst determines the payment should not be made, he would Block the invoice from payment and have the Clerk or Technician process the proper corrections in the system to make the payment viable. If a payment has a "Red" icon, changes have to be made

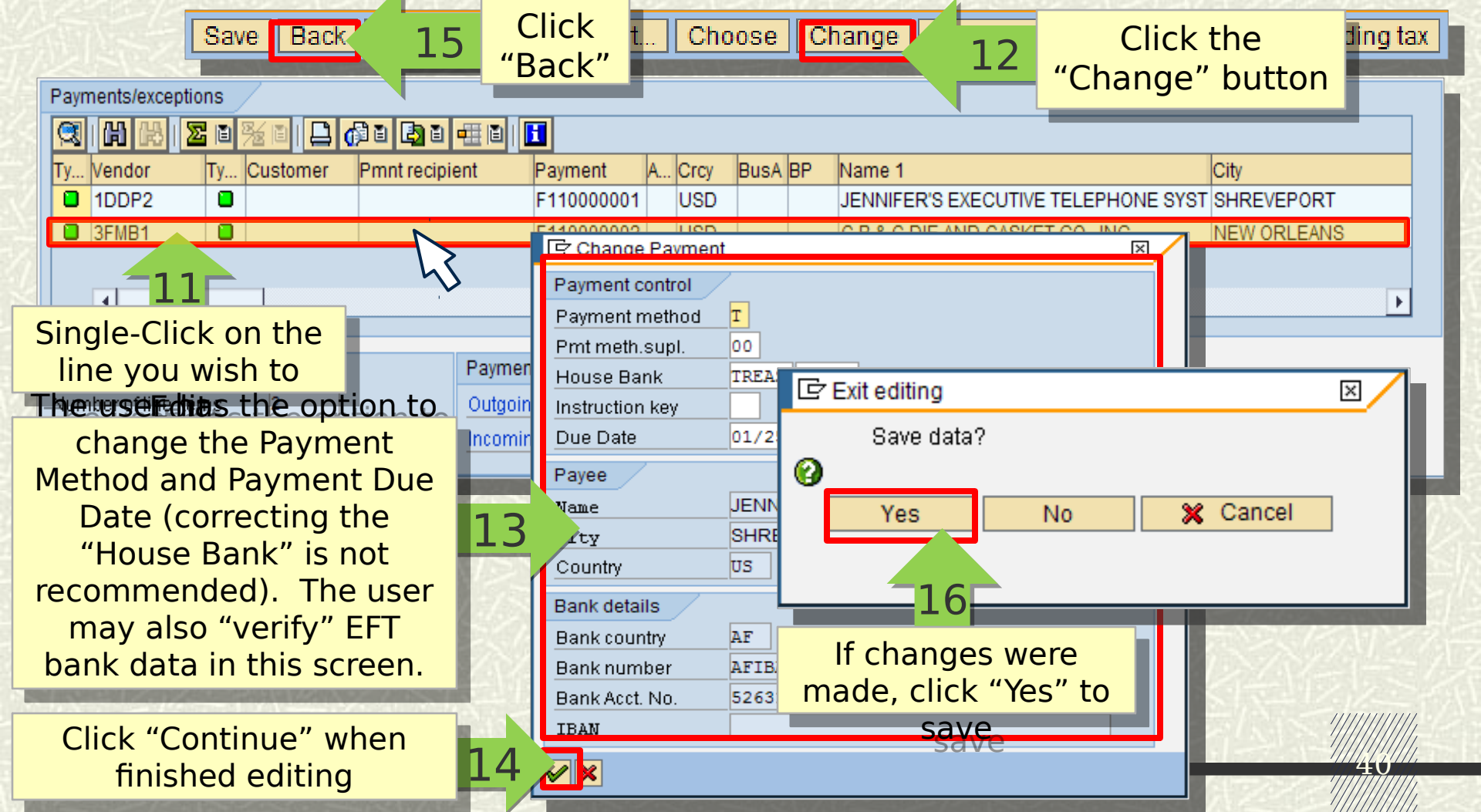
F110- Payment Certification (Cont'd)

Editing the Payment Proposal – Payment Block

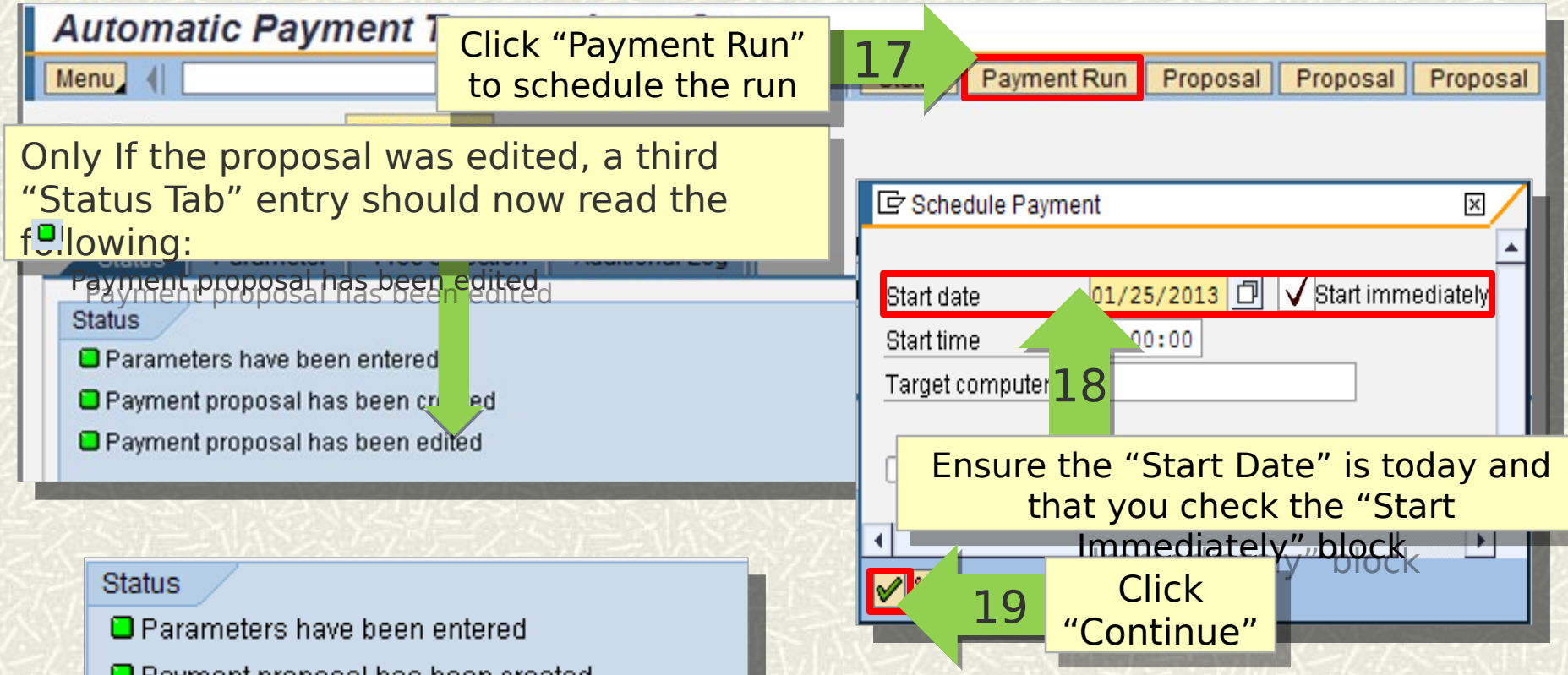


F110- Payment Certification (Cont'd)

e Payment Proposal – Changing the Payment method and/or Payment Due Date

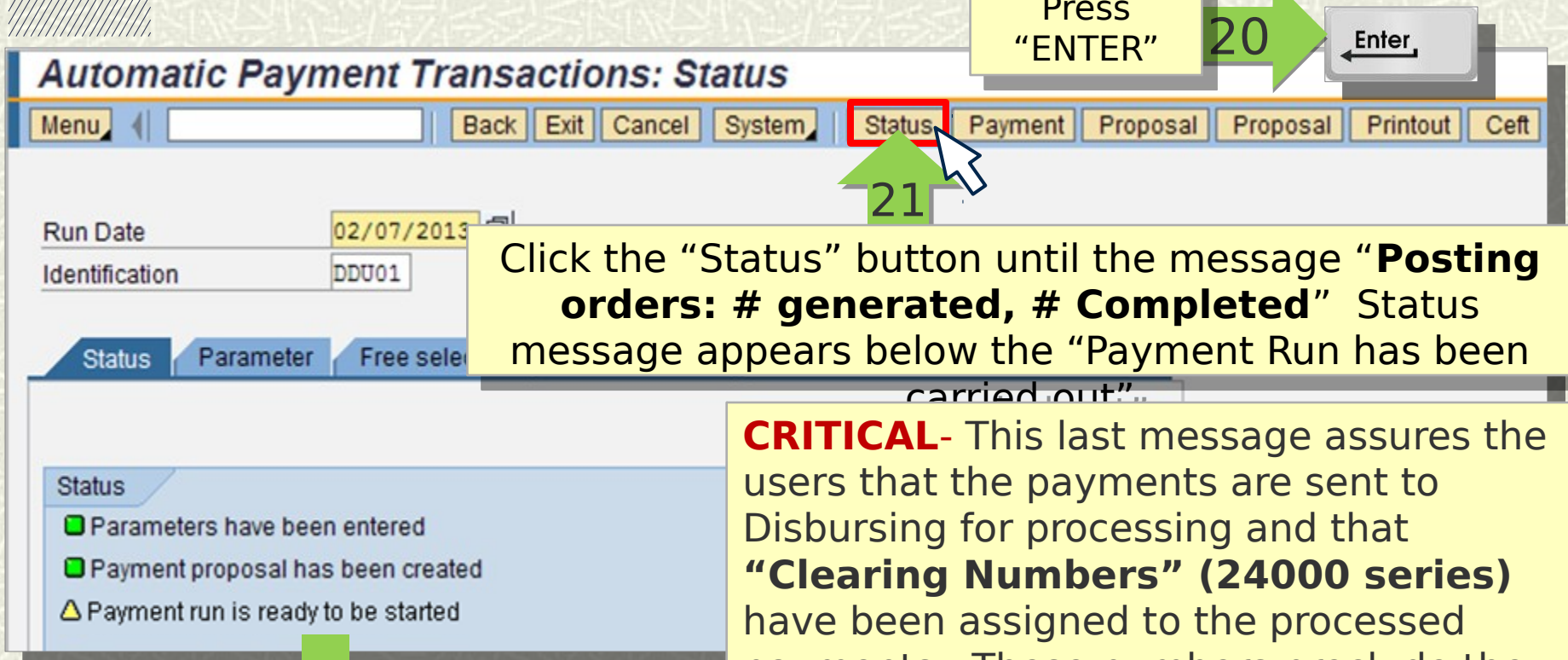


F110- Payment Certification (Cont'd)



F110- Payment Certification (Cont'd)

Press "ENTER" 20



Click the "Status" button until the message "**Posting orders: # generated, # Completed**" Status message appears below the "Payment Run has been carried out".

CRITICAL- This last message assures the users that the payments are sent to Disbursing for processing and that **"Clearing Numbers" (24000 series)** have been assigned to the processed payments. These numbers preclude the document from being on a subsequent Run (double-payment).

The next "Status Tab" should now read:

Payment run has been carried out

Payment run has been carried out

22

Posting orders: 2 generated, 2 Completed

GFEBS Payment Interface with the Deployable Disbursing System (DDS)

GFEBS-DDS Interface process

1 After completing the Payment Certification process (F110), GFEBS will send the "Ready-to-Pay" file to GEX for processing (automated

GFEBS_ReadyToPay_6411_20111102171412817.txt

***Note**: Initial Clearing Numbers (**240 series**) are assigned to all Ready-To-Pay documents*

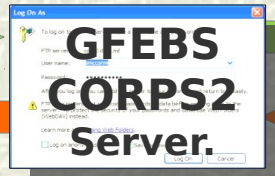
2 GEX will take the file and ensure it is posted to the GFEBS Corps2 Server (automated process)

3 Once the file is in the Corps2 Server, the Deputy Disbursing Officer (DDO) will be able to retrieve it for processing (manual process)

4 The DDO assimilates the file in DDS to process the payments and affect the DSSN accountability (DD 2657)

GFEBS
GENERAL FUND ENTERPRISE BUSINESS SYSTEM

GEX
(Global Exchange)



7 GEX will automatically upload the "Post-Payment-File" into GFEBS. ***Note**: a second Clearing Number (**250 series**) will be assigned to all paid documents*

6 The "Post-Payment-File " will be automatically retrieved by GEX from the Corp2 Server

5 Once the payments are made in DDS and Disbursing Officer Vouchers (DOV) are issued, the DDO will place the DDS GFEBS "Post – Payment- File" in the Corps2 Server (manual

DDS_PostPay_8850_00001_20130301140939_DDM05_07052012.txt

Pre-Payment procedures (in-transit to Disbursing)

Post-Payment procedures (in-transit from Disbursing)

DDS-GFEBS reporting process

When the DDO Closes the business day, three files may have to be produced and sent to DFAS Accounting for processing/reporting purposes:

- **DDS Post-Payment-File:** Contains GFEBS document payment data (DOV, EFT Tracer, etc.)
- **DDS "STANFINS File":** Only contains Legacy transactions (includes TFOs intended for GFEBS)
- **DDS "ODS File"**: All transactions for this business day (STANFINS and GFEBS)

1

2 Accounting will reconcile the transactions in the DDS "ODS", "STANFINS "and "Post-Payment-File" file and will ensure they are reported in ODS

DDO

DDS_PostPay

STF1231988500

DDSEDA874820

DFAS (Accounting)

3 ODS will balance out all transactions (GFEBS and Legacy) and will ensure they are reported to the appropriate system

DDSEDA874820

DDS_PostPay

STF1231988500

7 DCAS will update GFEBS with all GFEBS and TFO transactions from STANFINS

6 ODS will update DCAS with all GFEBS transactions

4 ODS will update STANFINS will all Legacy transactions to include TFOs intended for GFEBS

GFEBS
GENERAL FUND ENTERPRISE BUSINESS SYSTEM

DCAS

ODS

STANFINS (Legacy)

5 STANFINS will update DCAS with all GFEBS TFO data

TFO: *Transaction for Others*
ODS*: Operational Data Store*
DCAS*: Defense Cash Accountability System*

Check on Learning

- **What GFEBS Roles are FTF Analysts authorized?**
  Payment Processor
  Payment Certifier
  Release Blocked Invoice Processor

- **If a FTF Analyst creates a Payment Proposal, can he Certify the payments within it? Why?**
  No. An individual cannot Certify a Proposal he/she created because of GFEBS system constraints.

What is the overall responsibility of the 1st FTF Analyst?

To ensure only viable payments are made part of the "Payment Proposal" during its preparation.

- **What is the T-Code utilized to create a Payment Proposal?**
  F110- Payment Proposal Creation

What is the overall responsibility of the 2nd FTF Analyst?

He is responsible for the in-depth review of all data processed in GFEBS to support a payment to a vendor, certify the payments in the "Payment Proposal" and forward it to Disbursing for payment.

What is the T-Code utilized to Certify Payments in GFEBS?

F110- Payment Proposal Certification

Check on Learning (Cont'd)

- **Blocking a document during certification will cause the invoice to be blocked "Permanently". Explain:**

True

False – Blocking the Document will only exclude it from the Payment Run.

- **All Payments should be on a Run regardless of payment type and payment currency. Why?**

True

False – It is recommend for different types to be on separate Payment Runs

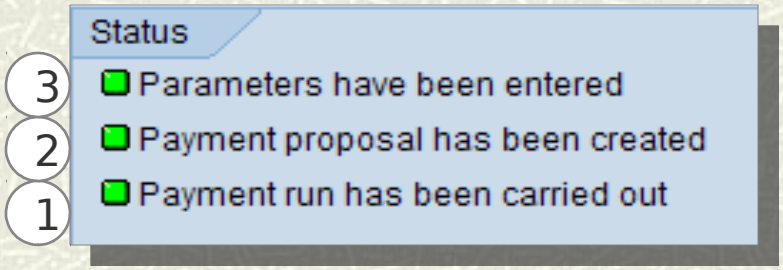
t does this Icon signify when it is next to a document line in the Payment Pr ps

The proposed payment has errors and will not be on the run unless corrected.

- **What T-Code is utilized to Change the Status of a Payment Proposal?**

F110- Payment Proposal

- **This Payment Proposal has to be deleted in its entirety. How many steps will it take to accomplish this task and in what order?**



Check on Learning (Cont'd)

- **When is the initial "Clearing Number "assigned to a payment document in GFEBS? Once assigned, what is its purpose?**

  Immediately after a GFEBS Payment Proposal has been Certified and the "Ready-to-Pay" file sent to Disbursing for payment (Disbursement in Transit). It precludes the payment documents from being included in another payment run.

- **When is the second "Clearing Number "assigned to a payment document in GFEBS? What is its purpose?**

  When the "Post-Payment-File" file is brought into GFEBS after Payment by Disbursing. It marks the payment as being made by Disbursing.

- **What is the purpose of the GEX System?**

  For "Ready-to-Pay" and "Post-Payment" files to travel between DDS and GFEBS.

- **Which is the "Clearing" number series for a FTF payment that is "In-Transit" to Disbursing?**

  2400 Series
  2500 Series

FTF Analyst Reports

FTF Analyst Reports

GFEBS is capable of producing Accounts Payables reports that are similar, equivalent, more in-depth and manageable than reports obtained through Legacy Systems (CAPS-C, CAPS-W). It is the responsibility of the FTF section to run reports when dictated by regulation and local policy or out of technical necessity. Accounts payable reports may be required to be run daily, weekly, monthly and/or quarterly; some of this reporting responsibility falls on the FTF Analysts and even the FTF Chief (to be covered later).

Examples of FTF Analyst Commercial Accounts reports include (will be covered in this class):

- Payment Warehouse report (ZPMT_WAREHOUSE)
- Federal Payment Settlement List (FMFG_E_ZFFZALI00)

Payment Warehouse Report

(Unpaid items)

Payment Warehouse Report
(Unpaid items)

This report allows the FTF Analyst to discern the status of Unpaid documents within a FTF Office's area of responsibility. The FTF Leadership must run this report to view all unpaid Invoices, have the appropriate personnel correct any errors prohibiting the item from being paid or having any missing documentation processed in order to pay the Vendor as soon as the Prompt Payment Act permits to avoid interest. The user has a variety of search options that will allow for the display of data based on those specific parameters.

Here are some examples:

- Unpaid Items by "Funds Center"
- Unpaid Items by "Document Type"

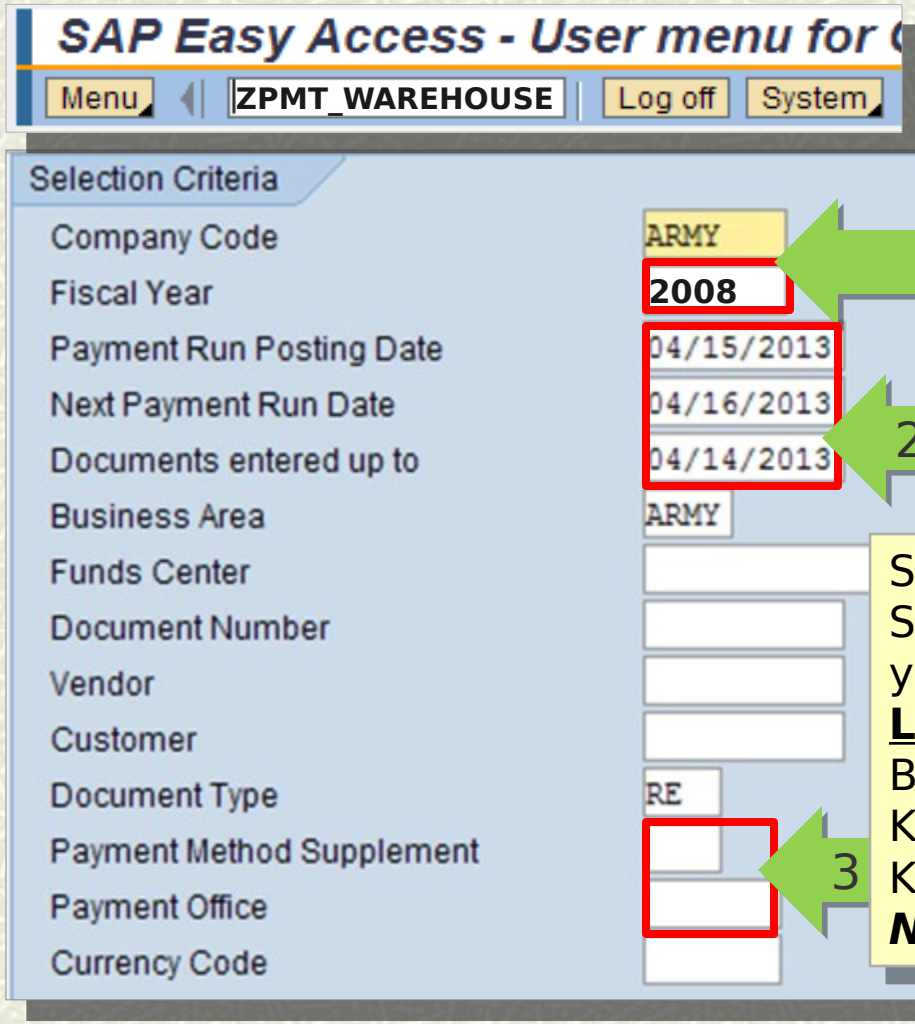
Pmt. Warehouse Report Role-based capabilities

The following personnel will have the ability to generate the report covered in this module based on their assigned position and GFEBS Roles:

- ~~Chief of FTF (FMSU)~~
- ~~Senior FTF Analyst (FMSU)~~
- **Senior FTF Analyst (FMSD)**
- **FTF Analyst (FMSD)**
- **FTF Technician (FMSD)***
- ~~FTF Clerk (FMSD)~~

****Note:** Although the FTF Technician has the ability to generate this report, it is usually an FTF Analyst responsibility*

ZPMT_WAREHOUSE- Prompt Payment Analysis



***Note**: only certain "Selection Criteria" will be covered here. The report may also be pulled utilizing, Document Type, Funds Center, etc.*

Enter the Fiscal Year
***Note**: For training purposes enter 2008.*

Do not adjust the dates. They are generated by the system to produce the latest data.

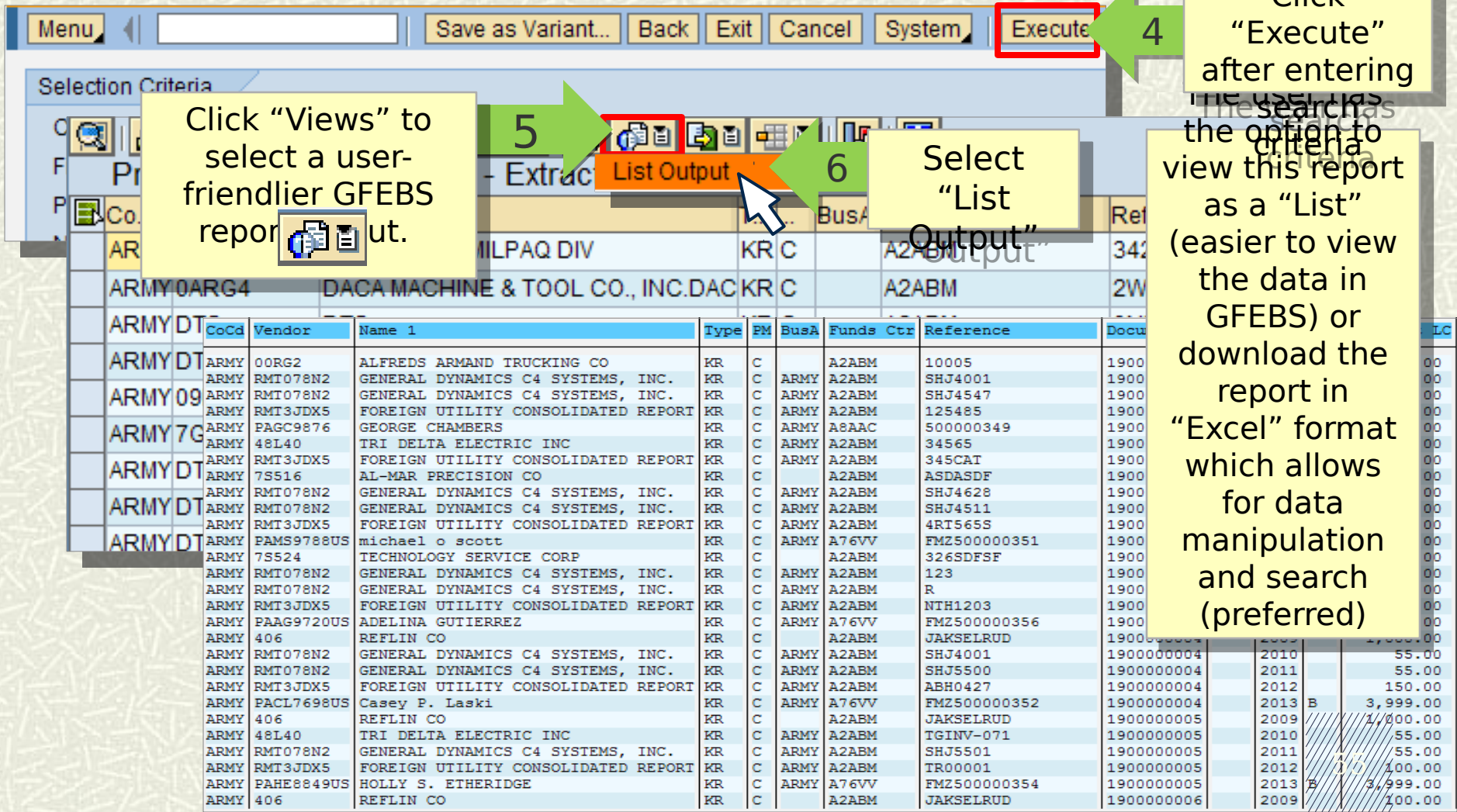
Select the correct "Payment Method Supplement" and "Payment Office" for your location.

Location	**PMS**	**Pay Office**
Bagram	AF	08830
Kandahar	AG	08831
Kuwait	KQ	08748

***Note**: for training purposes leave blank*

ZPMT_WAREHOUSE- Prompt Payment Analysis (Cont'd)

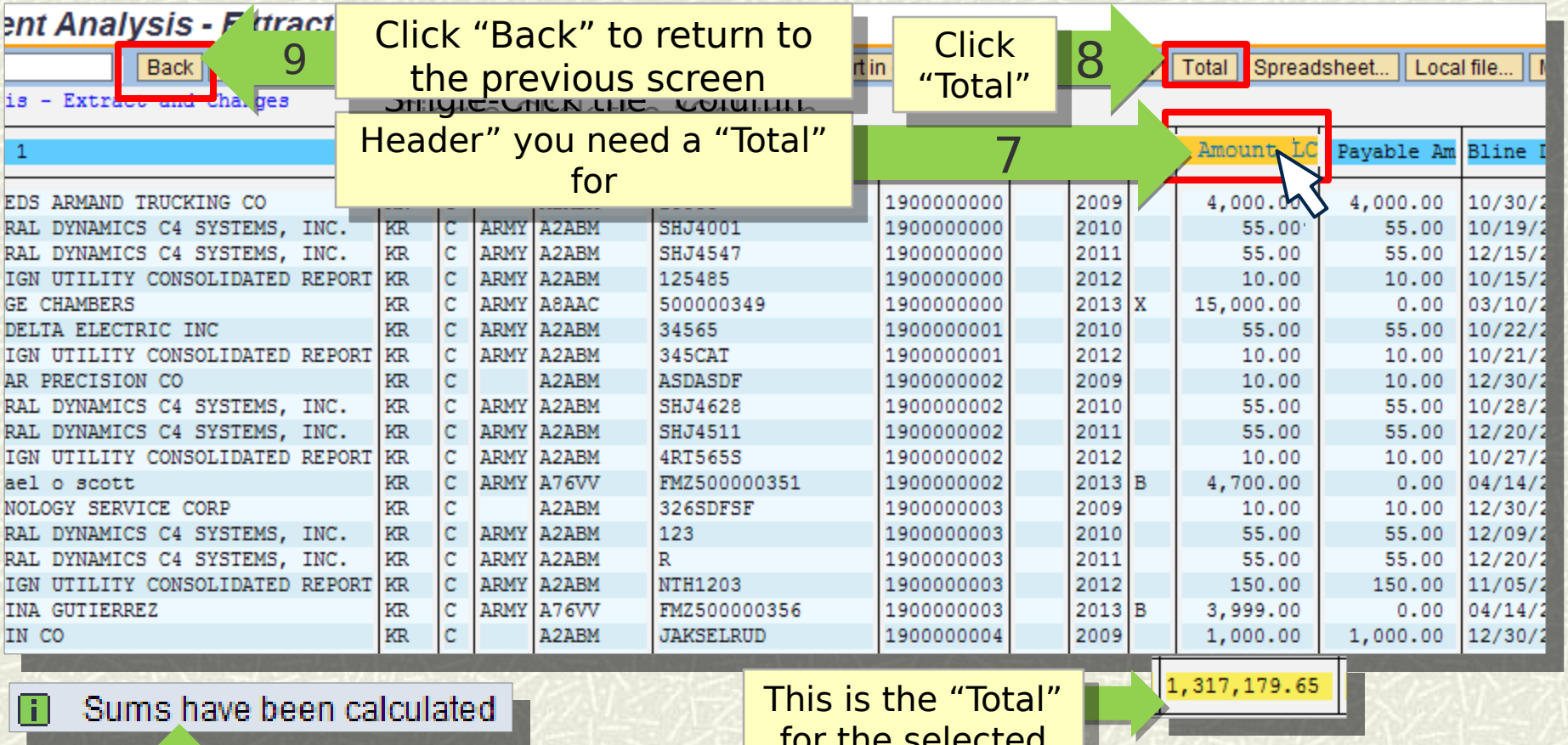
"List Output" layout of report



CoCd	Vendor	Name 1	Type	PM	BusA	Funds Ctr	Reference	Docu				LC
ARMY	00RG2	ALFREDS ARMAND TRUCKING CO	KR	C		A2ABM	10005	1900				00
ARMY	RMT078N2	GENERAL DYNAMICS C4 SYSTEMS, INC.	KR	C	ARMY	A2ABM	SHJ4001	1900				00
ARMY	RMT078N2	GENERAL DYNAMICS C4 SYSTEMS, INC.	KR	C	ARMY	A2ABM	SHJ4547	1900				00
ARMY	RMT3JDX5	FOREIGN UTILITY CONSOLIDATED REPORT	KR	C	ARMY	A2ABM	125485	1900				00
ARMY	PAGC9876	GEORGE CHAMBERS	KR	C	ARMY	A8AAC	500000349	1900				00
ARMY	48L40	TRI DELTA ELECTRIC INC	KR	C	ARMY	A2ABM	34565	1900				00
ARMY	RMT3JDX5	FOREIGN UTILITY CONSOLIDATED REPORT	KR	C	ARMY	A2ABM	345CAT	1900				00
ARMY	7S516	AL-MAR PRECISION CO	KR	C		A2ABM	ASDASDF	1900				00
ARMY	RMT078N2	GENERAL DYNAMICS C4 SYSTEMS, INC.	KR	C	ARMY	A2ABM	SHJ4628	1900				00
ARMY	RMT078N2	GENERAL DYNAMICS C4 SYSTEMS, INC.	KR	C	ARMY	A2ABM	SHJ4511	1900				00
ARMY	RMT3JDX5	FOREIGN UTILITY CONSOLIDATED REPORT	KR	C	ARMY	A2ABM	4RT565S	1900				00
ARMY	PAMS9788US	michael o scott	KR	C	ARMY	A76VV	FMZ500000351	1900				00
ARMY	7S524	TECHNOLOGY SERVICE CORP	KR	C		A2ABM	326SDFSF	1900				00
ARMY	RMT078N2	GENERAL DYNAMICS C4 SYSTEMS, INC.	KR	C	ARMY	A2ABM	123	1900				00
ARMY	RMT078N2	GENERAL DYNAMICS C4 SYSTEMS, INC.	KR	C	ARMY	A2ABM	R	1900				00
ARMY	RMT3JDX5	FOREIGN UTILITY CONSOLIDATED REPORT	KR	C	ARMY	A2ABM	NTH1203	1900				00
ARMY	PAAG9720US	ADELINA GUTIERREZ	KR	C	ARMY	A76VV	FMZ500000356	1900				00
ARMY	406	REFLIN CO	KR	C		A2ABM	JAKSELRUD	1900				00
ARMY	RMT078N2	GENERAL DYNAMICS C4 SYSTEMS, INC.	KR	C	ARMY	A2ABM	SHJ4001	1900000004		2010		55.00
ARMY	RMT078N2	GENERAL DYNAMICS C4 SYSTEMS, INC.	KR	C	ARMY	A2ABM	SHJ5500	1900000004		2011		55.00
ARMY	RMT3JDX5	FOREIGN UTILITY CONSOLIDATED REPORT	KR	C	ARMY	A2ABM	ABH0427	1900000004		2012		150.00
ARMY	PACL7698US	Casey P. Laski	KR	C	ARMY	A76VV	FMZ500000352	1900000004		2013	B	3,999.00
ARMY	406	REFLIN CO	KR	C		A2ABM	JAKSELRUD	1900000005		2009		1,000.00
ARMY	48L40	TRI DELTA ELECTRIC INC	KR	C	ARMY	A2ABM	TGINV-071	1900000005		2010		55.00
ARMY	RMT078N2	GENERAL DYNAMICS C4 SYSTEMS, INC.	KR	C	ARMY	A2ABM	SHJ5501	1900000005		2011		55.00
ARMY	RMT3JDX5	FOREIGN UTILITY CONSOLIDATED REPORT	KR	C	ARMY	A2ABM	TR00001	1900000005		2012		100.00
ARMY	PAHE8849US	HOLLY S. ETHERIDGE	KR	C	ARMY	A76VV	FMZ500000354	1900000005		2013	B	3,999.00
ARMY	406	REFLIN CO	KR	C		A2ABM	JAKSELRUD	1900000006		2009		100.00

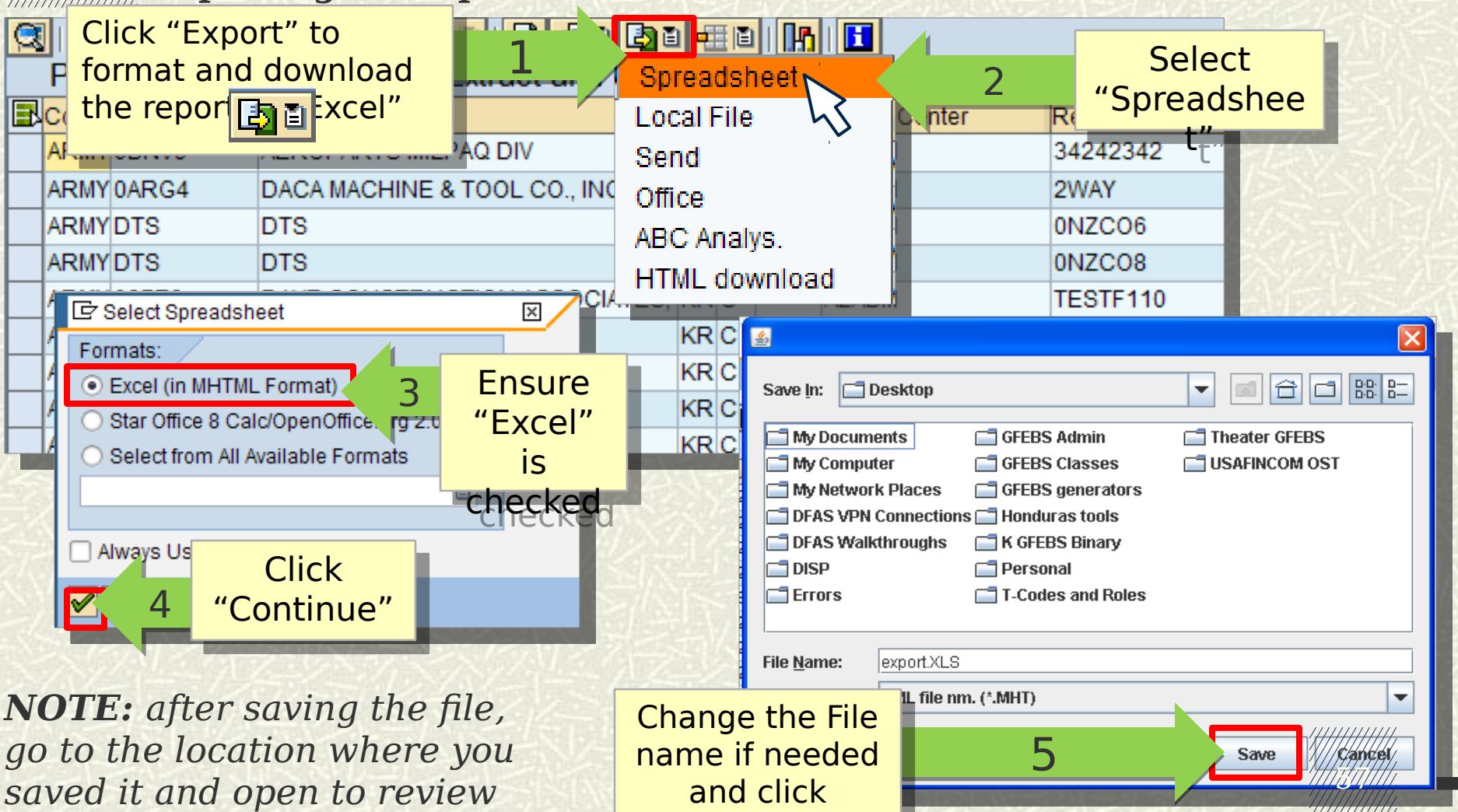
ZPMT_WAREHOUSE- Prompt Payment Analysis (Cont'd)

Obtaining "Totals" from the from the "List Output" format



ZPMT_WAREHOUSE- Prompt Payment Analysis (Cont'd)

Exporting the report in "Excel" Format



NOTE: *after saving the file, go to the location where you saved it and open to review*

ZPMT_WAREHOUSE- Prompt Payment Analysis (Cont'd)

Report in Excel Format (after download)

Company Code	Vendor	Name 1	Document Type	Payment Method	Business Area	Funds Center	Reference	Document Number	Item	Fiscal Year	Payment Block	Amount in LC	Payable Amount
ARMY	00RG2	ALFREDS ARMAND TRUCKING CO	KR	C	ARMY	A2ABM	10005	1900000000	0	2009		4,000.00	4,000.00
ARMY	RMT078N2	GENERAL DYNAMICS C4 SYSTEMS, INC.	KR	C	ARMY	A2ABM	SHJ4001	1900000000	0	2010		55.00	55.00
ARMY	PAAG9720US	ADELINA GUTIERREZ	KR	C	ARMY	A76VV	FMZ500000356	1900000003	0	2013	B	3,999.00	0.00
ARMY	RMT078N2	GENERAL DYNAMICS C4 SYSTEMS, INC.	KR	C	ARMY	A2ABM	SHJ4547	1900000000	0	2011		55.00	55.00
ARMY	RMT3JDX5	FOREIGN UTILITY CONSOLIDATED REPORT	KR	C	ARMY	A2ABM	125485	1900000000	0	2012		10.00	10.00
ARMY	PAGC9876	GEORGE CHAMBERS	KR	C	ARMY	A8AAC	500000349	1900000000	0	2013	X	15,000.00	0.00

Vendor – ndor's CAGE Code *(FTF Vendors only)*

Name 1 – endor's name in GFEBS

Document Type – e Document Type *(RE- manual process, MP activates Workflow, etc.)*

Payment Method – Check or EFT

Reference – endor's Invoice Number

Document Number – G erated Invoice Receipt (IR) Number

Payment Block – locking Code (B, M, etc

Amount in LC – mount in Local Currenc

Payable Amount – Amount due the Vendor

ZPMT_WAREHOUSE- Prompt Payment Analysis (Cont'd)

Baseline Payment Dte	PPA Due Date	Vendor Due Date	Terms of Payment	Days 1	Days 2	Days net	Discount Percent 1	Discount Percent 2	Disc/Penalty Amount	Document Date	Invoice receipt date	Posting Date
10/30/2008	10/31/2008	10/31/2008	Z030	1	0	0	0.000	0.000	0.00	10/1/2008	10/1/2008	10/1/2008
10/19/2009	11/13/2009	11/13/2009	Z030	25	0	0	0.000	0.000	0.00	10/19/2009	10/19/2009	10/19/2009
4/14/2013	4/14/2013	4/14/2013	Z001	0	0	0	0.000	0.000	0.00	4/14/2013	4/14/2013	4/14/2013
12/15/2010	1/14/2011	1/14/2011	Z030	30	0	0	0.000	0.000	0.00	12/15/2010	12/15/2010	12/15/2010
10/15/2011	11/14/2011	11/14/2011	Z030	30	0	0	0.000	0.000	0.00	10/15/2011	10/15/2011	10/20/2011
3/10/2013	3/10/2013	3/10/2013	Z001	0	0	0	0.000	0.000	0.00	3/10/2013	3/10/2013	4/11/2013

PPA Due Date – Payment Due IAW PPA

Terms of Payment – Payment Terms (NET 30, etc.)

Discount Percent 1 – of discount offered *(if applicable)*

Disc/Penalty Amount – nt of Interest due the Vendor

Document Date – Invoice was processed in GFEBS

Invoice receipt date – led in GFEBS as "Invoice Receipt"

Posting Date – Date GFEBS posted the invoice after input

ZPMT_WAREHOUSE- Prompt Payment Analysis (Cont'd)

G.Accept. Date	Const. Receipt	GR Date	Message text	Pmt meth. supplement	Payment Office	Currency	Procurement Instrument Id Number	Supplemental Procurement Instrument Id #	Contract Line Item #	Sub-line Item Number
				00		USD				
				00		USD				
			/Invoice is blocked for payment	00		USD				
				00		USD				
				00		USD				
			/Invoice is blocked for payment	00		USD				

G.Accept. Date – oods acceptance date IAW D 250

Const. Receipt – onstructive Accept. date

GR Date – Goods Receipt date

Message text – Invoice Text field input

Pmt meth. supplement – ode where Invoice was processed

Payment Office – Paying Office DoDAAC

Currency – voice document currency

Procurement Instrument Id Number – Contract number (PIIN)

Supplemental Procurement Instrument Id # – Delivery order number or BPA

ZPMT_WAREHOUSE- Prompt Payment Analysis (Cont'd)

Material Document	Purchase Order (Manual vs. System)	Goods Receipt / SES (Manual vs System)	Invoice Receipt Manual vs. System
			Manual Entry
			Manual Entry
			Manual Entry
			Manual Entry
			Manual Entry
			Manual Entry

Purchase Order (Manual vs. System) Manually input or Interfaced Purchase Order (from SPS)

Goods Receipt / SES (Manual vs System) Manually input or Interfaced Goods Receipt (from WAAF)

Invoice Receipt Manual vs. System Manually input or Interfaced Invoice (from WAAF)

Federal Payment Settlement List

(Paid items)

Federal Payment Settlement List (Paid items)

This report allows the FTF Analyst to review the payments made by their specific area of responsibility. The data produced by this report will also display "Payment Run" information for the specific paid items, payment methods, Clearing documents issued during Payment Certification, etc.

This tool will grant FTF visibility of which payments have been processed at their location based on the search criteria provided by the user. Here are some examples of search options"

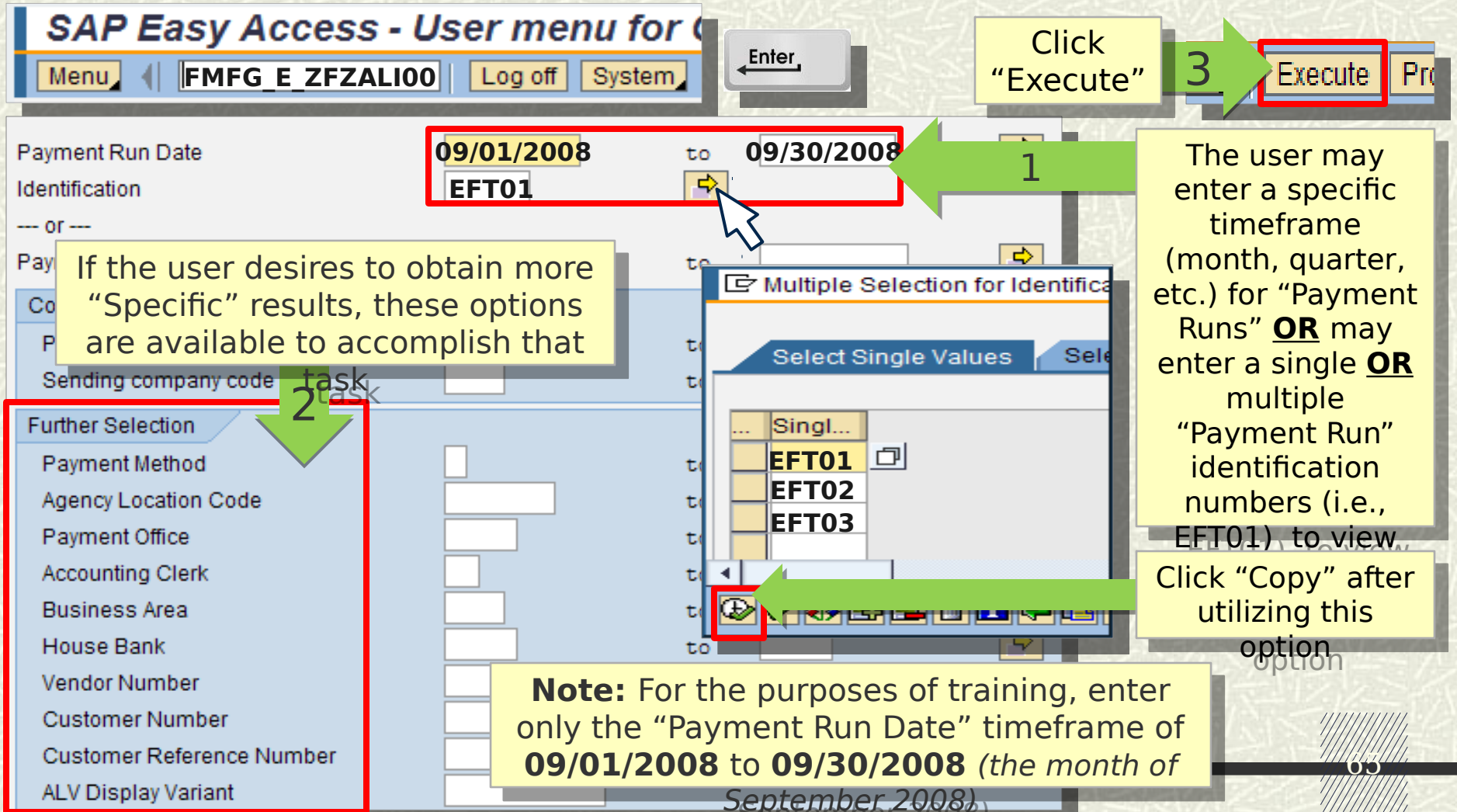
- Paid Items by "Payment Run" dates
- Paid Items by "Payment Run" identification numbers

Federal Payment Report Role-based capabilities

The following personnel will have the ability to generate the report covered in this module based on their assigned position and GFEBS Roles:

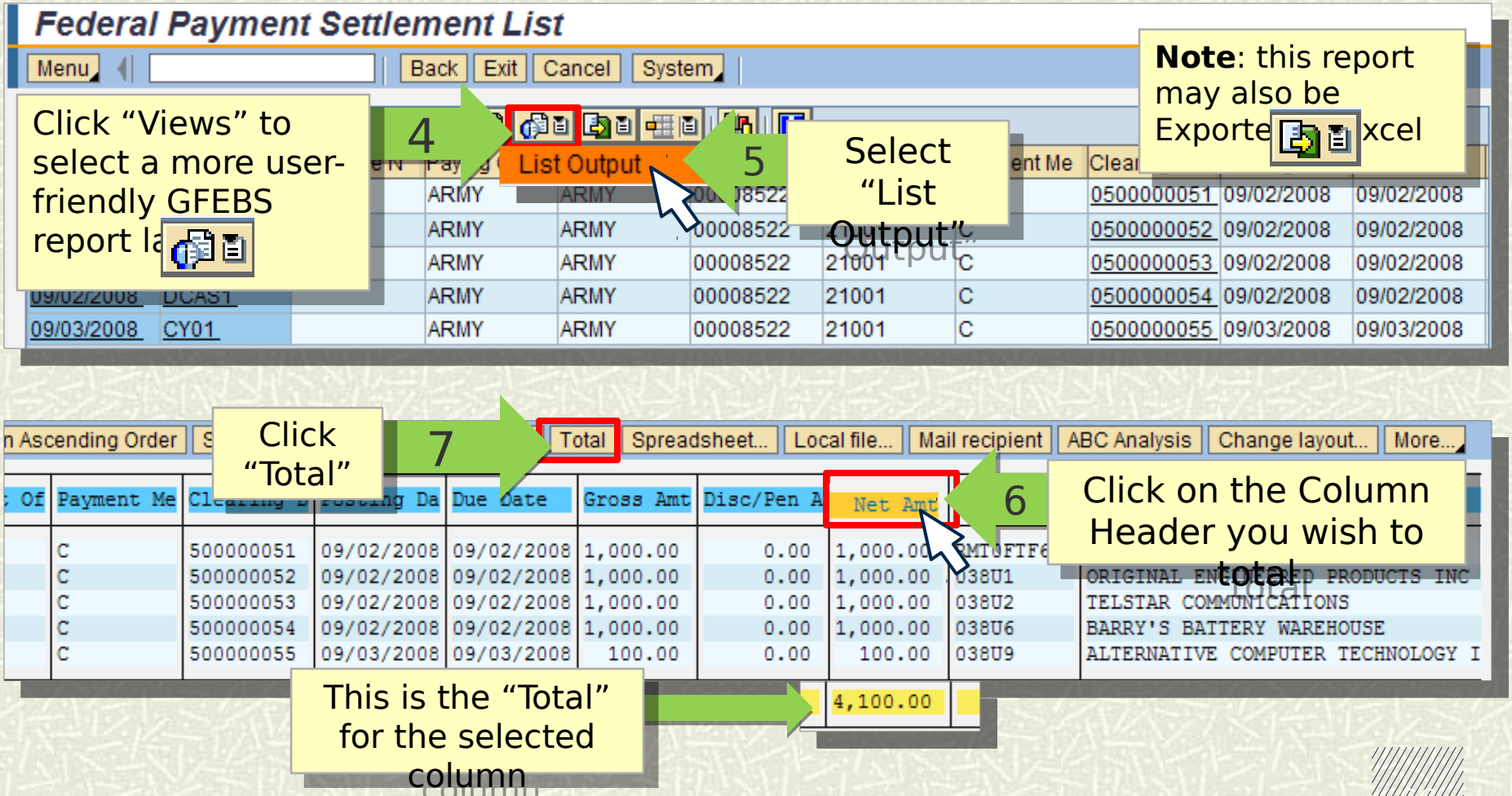
- ~~**Chief of FTF (FMSU)**~~
- **Senior FTF Analyst (FMSU)**
- **Senior FTF Analyst (FMSD)**
- **FTF Analyst (FMSD)**
- ~~**FTF Technician (FMSD)**~~
- ~~**FTF Clerk (FMSD)**~~

FMFG_E_ZFZALI00- Federal Pmt. Settlement List



FMFG_E_ZFZALI00- Federal Pmt. Settlement List (Cont'd)

Obtaining "Totals" from the from the "List Output" format



FMFG_E_ZFZALI00- Federal Pmt. Settlement List (Cont'd)

Payment Ru	Payment Ru	Schedule N	Paying Com	Sending Co	Agency Loc	Payment Of	Payment Me	Clearing D	Posting Da	Due Date	Gross Amt	Disc/Pen A	Net Amt
09/02/2008	CY01		ARMY	ARMY	00008522	21001	C	500000051	09/02/2008	09/02/2008	1,000.00	0.00	1,000.00
09/02/2008	DCAS1		ARMY	ARMY	00008522	21001	C	500000052	09/02/2008	09/02/2008	1,000.00	0.00	1,000.00
09/02/2008	DCAS1		ARMY	ARMY	00008522	21001	C	500000053	09/02/2008	09/02/2008	1,000.00	0.00	1,000.00
09/02/2008	DCAS1		ARMY	ARMY	00008522	21001	C	500000054	09/02/2008	09/02/2008	1,000.00	0.00	1,000.00
09/03/2008	CY01		ARMY	ARMY	00008522	21001	C	500000055	09/03/2008	09/03/2008	100.00	0.00	100.00

- **Payment Ru** – Payment Run Date
- **Payment Ru** – Payment Run Identification Number
- **Payment Of** – Fiscal Station Number
- **Payment Me** – Payment Method (EFT, Check)
- **Clearing D** – Invoice Clearing number
- **Posting Da** – Date document posted to GFEBS
- **Due Date** – Payment due IAW PPA
- **Gross Amt** – Total amount prior to discounts
- **Disc/Pen A** – Discount when applicable
- **Net Amt** – Amount paid to the Vendor

FMFG_E_ZFZALI00- Federal Pmt. Settlement List (Cont'd)

Vendor Num	Vendor Name	Cleared Do	Cleared Do	Vendor Ref
RMT0FTF6	UNITED WAY OF AMERICA	5105600268	2	RE4502000218
038U1	ORIGINAL ENGINEERED PRODUCTS INC	5105600272	2	RE4502000224
038U2	TELSTAR COMMUNICATIONS	5105600273	2	RE4502000225
038U6	BARRY'S BATTERY WAREHOUSE	5105600271	2	RE4502000223
038U9	ALTERNATIVE COMPUTER TECHNOLOGY INC	5105600274	2	RE4502000228

Vendor Num CAGE Code (FTF Vendors only)

Vendor Name ame of Vendor in GFEBS

Cleared Do Invoice document number

Vendor Ref Vendor Reference- Document Type (RE) and Purchase Order number (4502000218)

Penalty Reason Codes Report

Penalty Reason Codes Report

This report or “Tool”, allows the user to assign “Reason Codes” to documents bearing interest due to a late payment to a vendor. This action will allow FTF Leadership to analyze trends and possibly implement controls to ensure interest is avoided regardless of reason, cause or responsible party. It may also be used to determine how much interest was paid for a particular time period. Below are some examples of reasons that may cause Interest to be paid to a vendor:

- Invoice Received Late in the Paying Office *(Contracting)*
- Failure to notify Vendor of Improper Invoice *(FTF)*
- Payment Certification Delay *(FTF)*

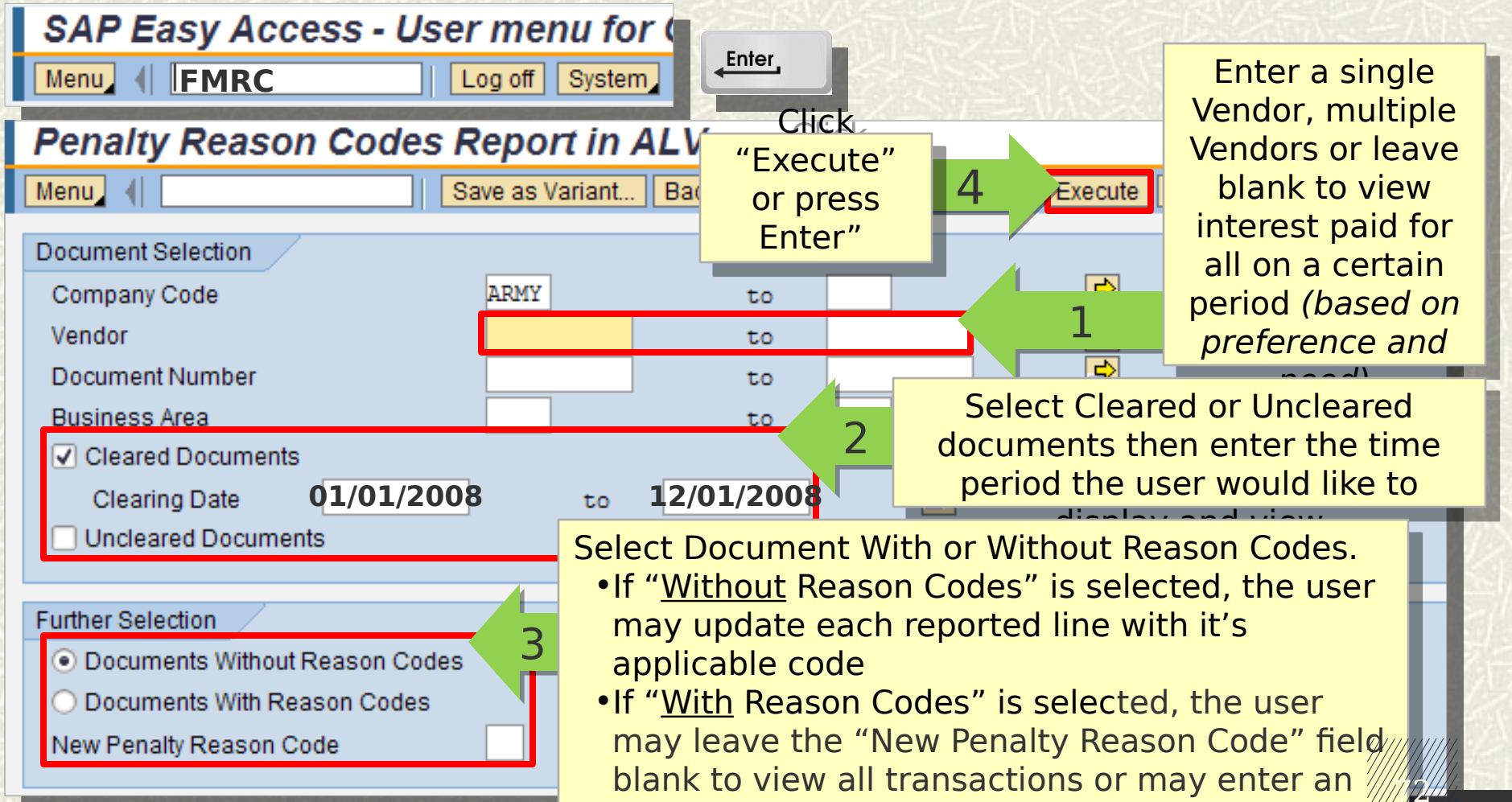
Penalty Reason Report Role-based capabilities

The following personnel will have the ability to generate the report covered in this module based on their assigned position and GFEBS Roles:

- ~~Chief of FTF (FMSU)~~
- ~~Senior FTF Analyst (FMSU)~~
- **Senior FTF Analyst (FMSD)**
- **FTF Analyst (FMSD)**
- **FTF Technician (FMSD)***
- ~~FTF Clerk (FMSD)~~

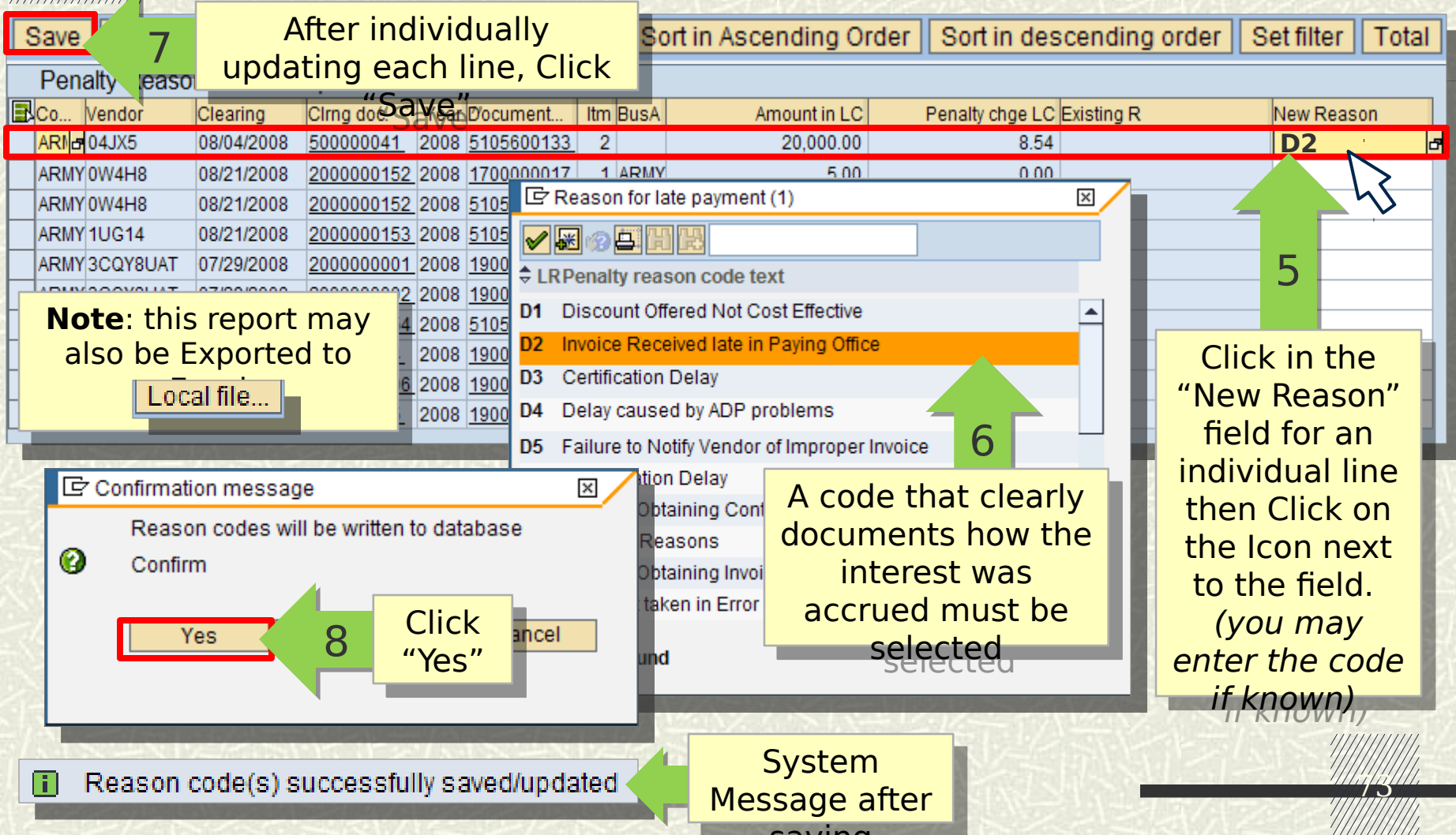
****Note:** Although the FTF Technician has the ability to generate this report, it is usually an FTF Analyst responsibility*

FMRC- Penalty Reason Codes Report



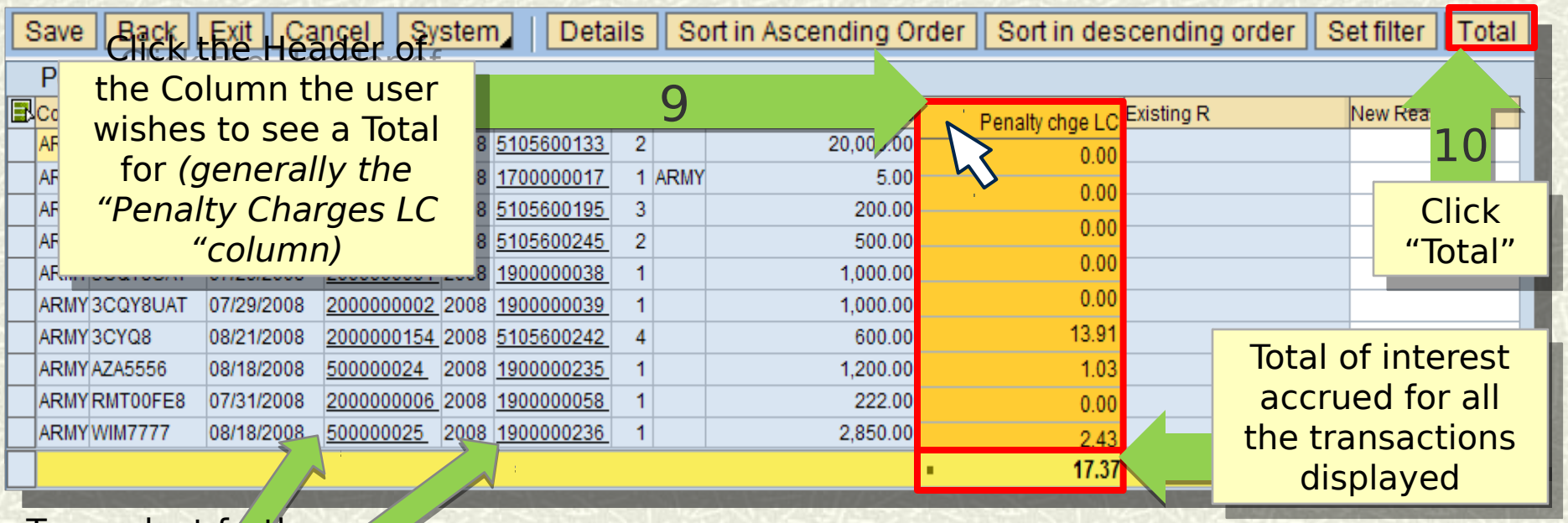
FMRC- Penalty Reason Codes Report (Cont'd)

Updating an Interest Penalty Report "Without Reason Codes "

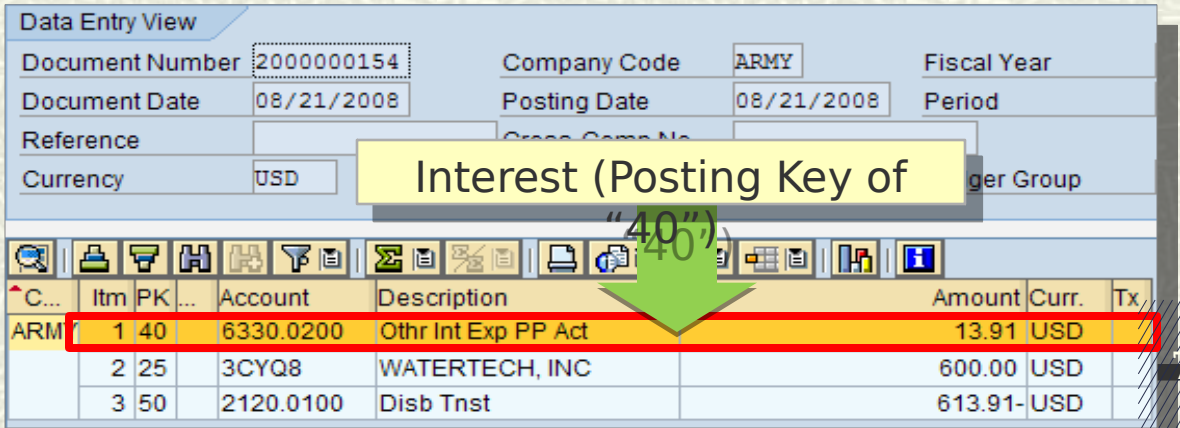


FMRC- Penalty Reason Codes Report (Cont'd)

Viewing the total interest for a list of Interest Payments



To conduct further research, the user may click on the document numbers to determine how the interest was accrued



Additional GFEBS Reports Options and Tips

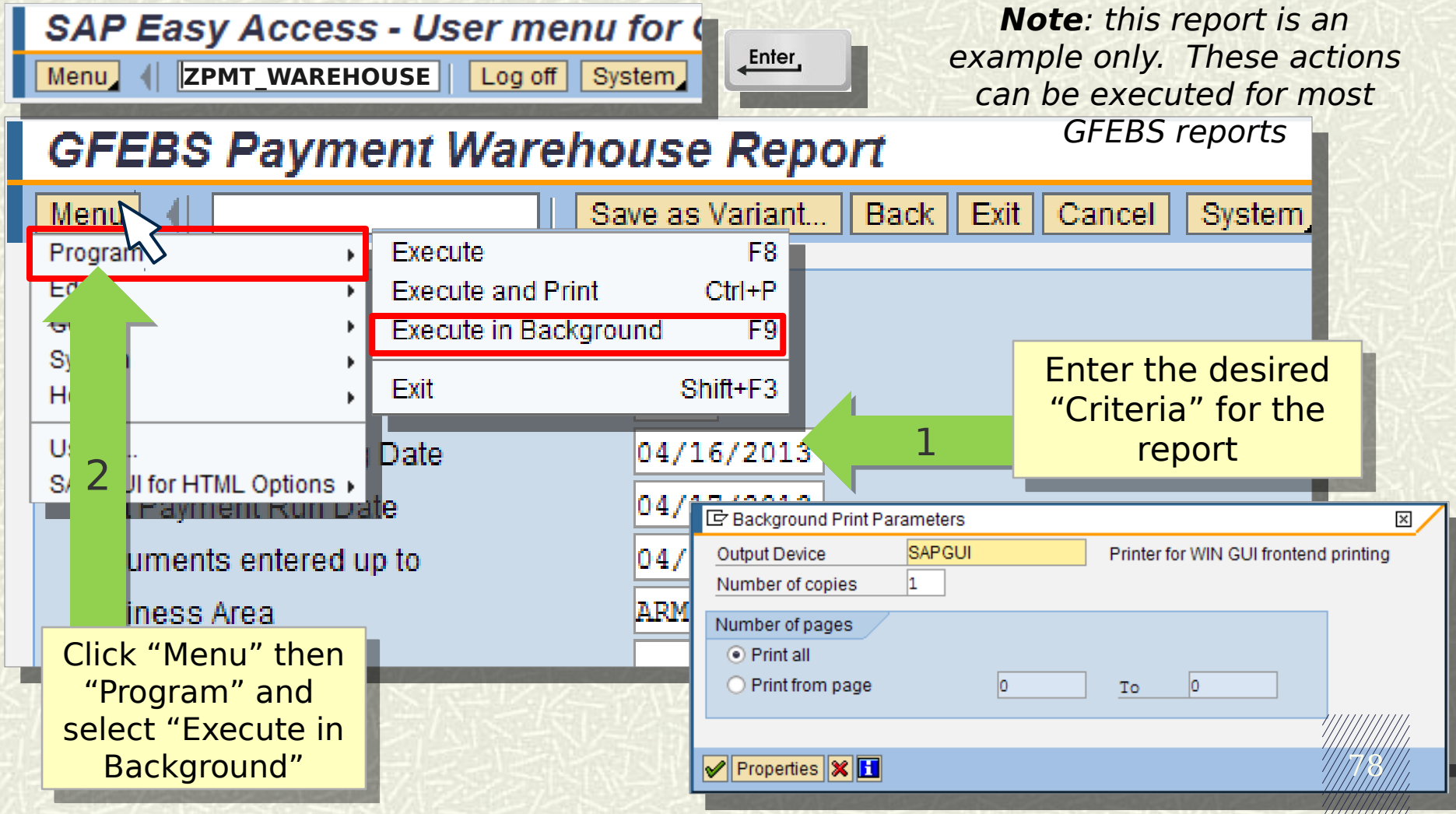
Generating Reports in the “Background”

Generating Reports in the Background

GFEBS has the ability to run reports in the "Background." This function allows the users to continue to perform their daily processes and duties without having to wait for the report to be consolidated, formatted and released by the system.

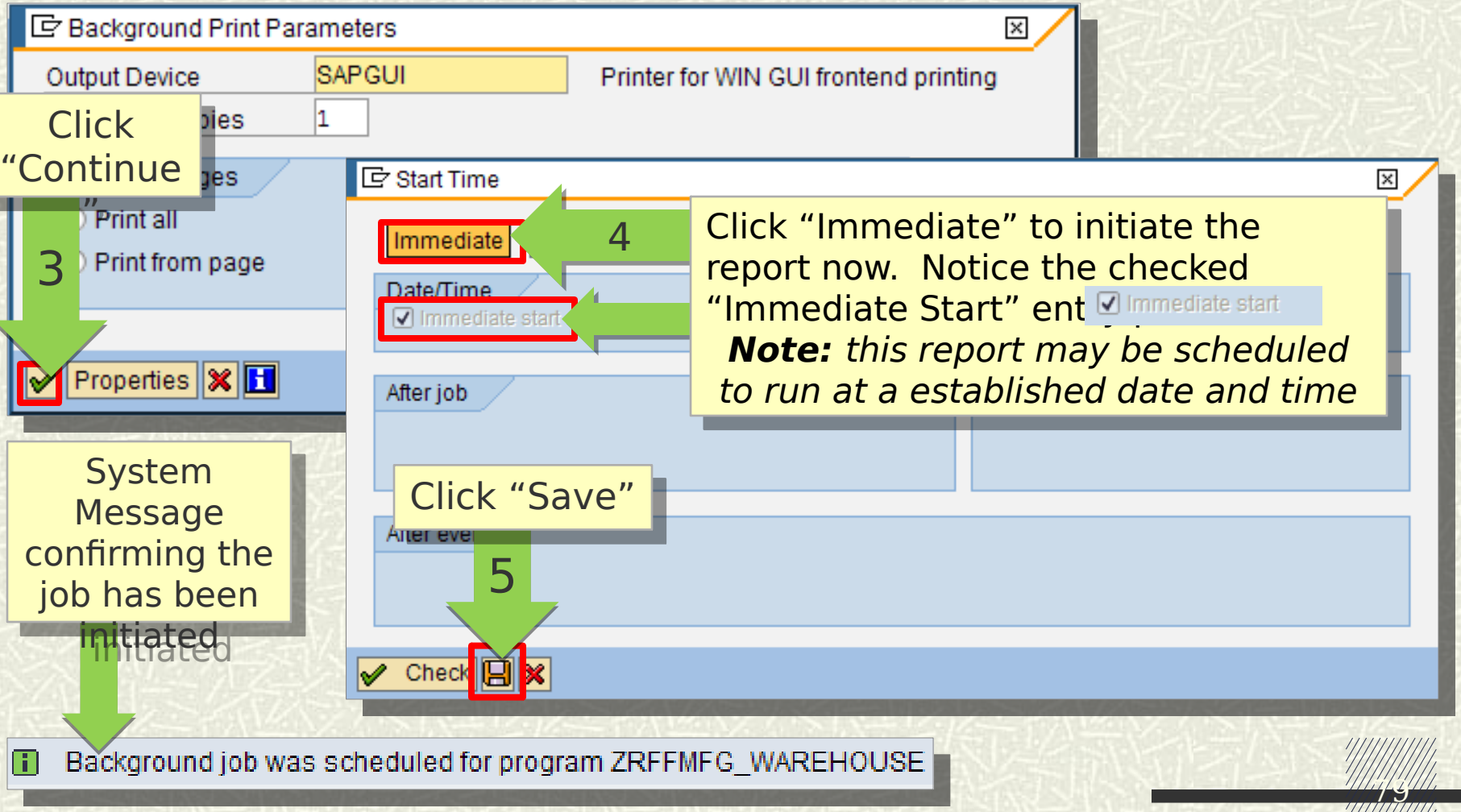
Some reports may be extremely lengthy and may take more than an hour to be prepared and produced by GFEBS. The wait time may cause the user to be timed out of the system. Running reports in the "Background" alleviates this hindrance.

Generating reports in the "Background"



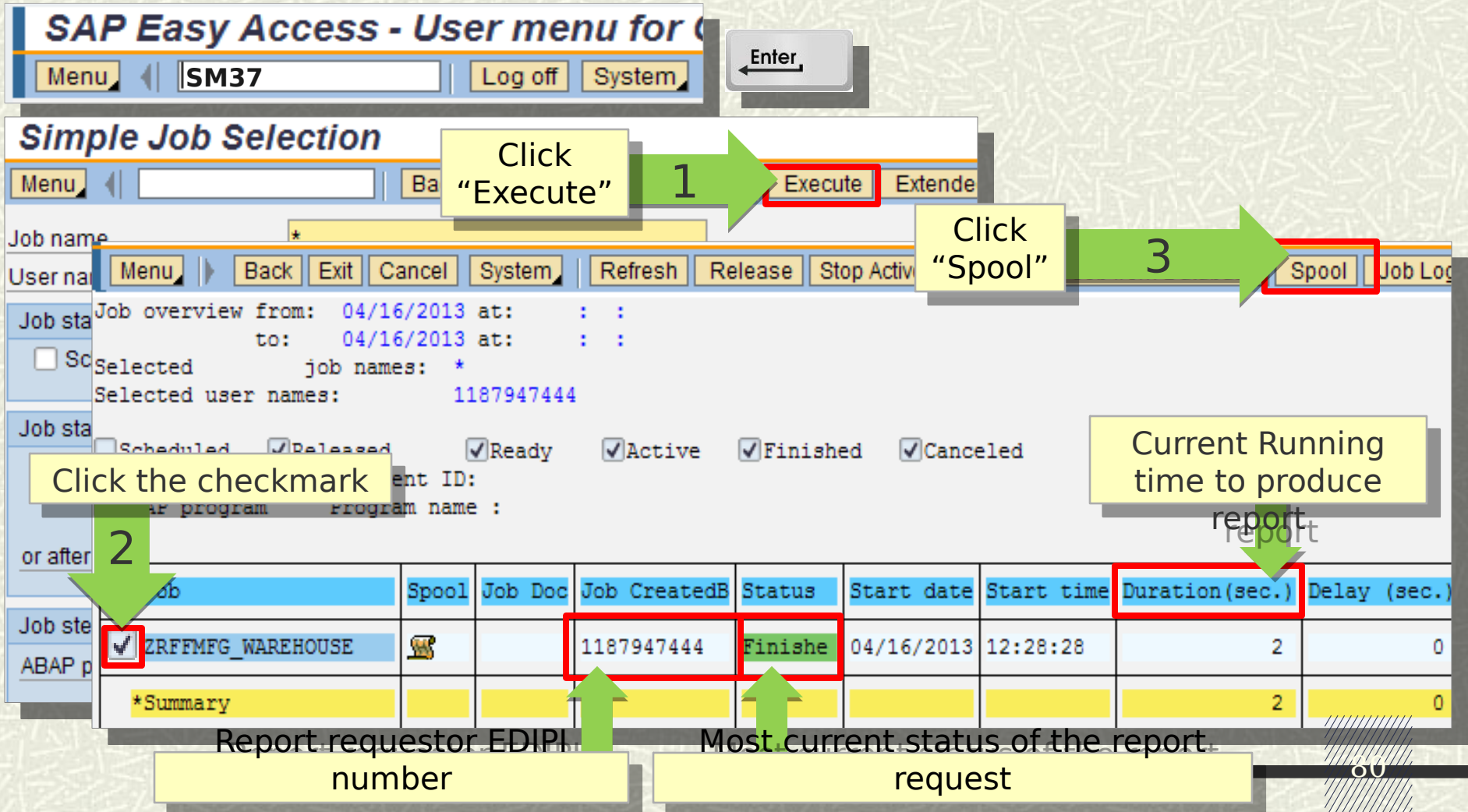
***Note**: this report is an example only. These actions can be executed for most GFEBS reports*

Generating reports in the "Background" (Cont'd)

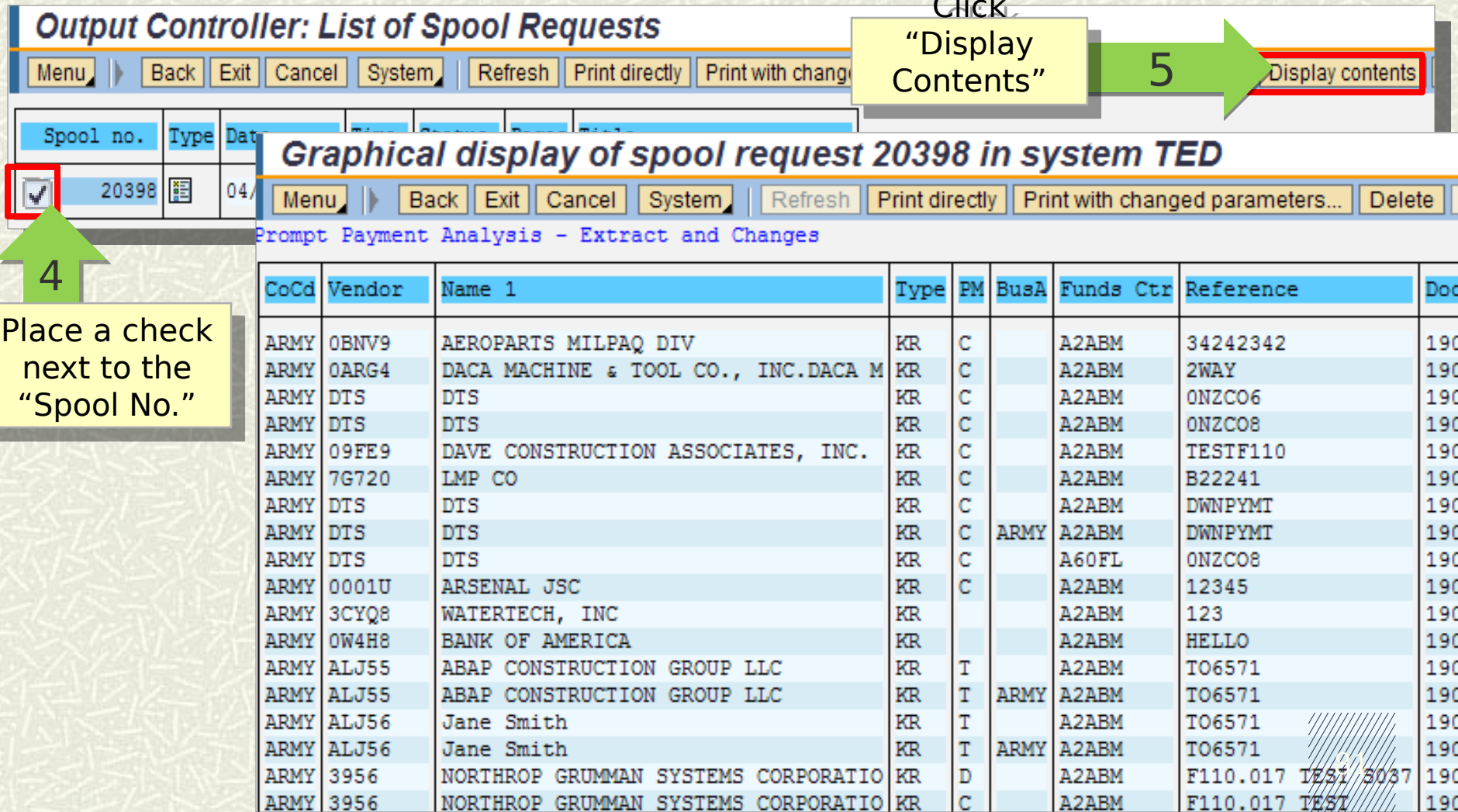


SM37- Simple Job Selection (Job retrieval)

Retrieving and downloading the requested GFEBS Report



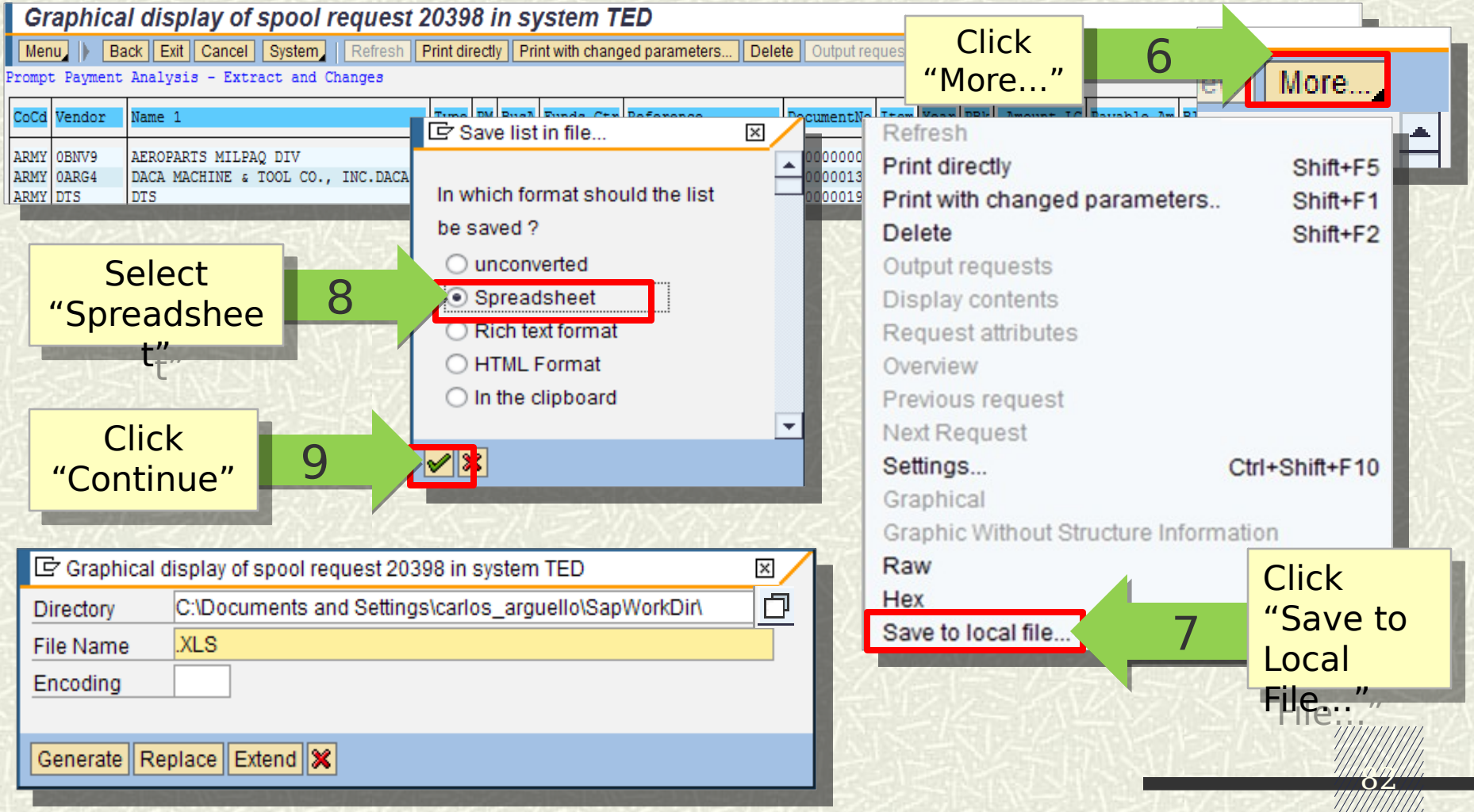
SM37- Simple Job Selection (Job retrieval) (Cont'd)



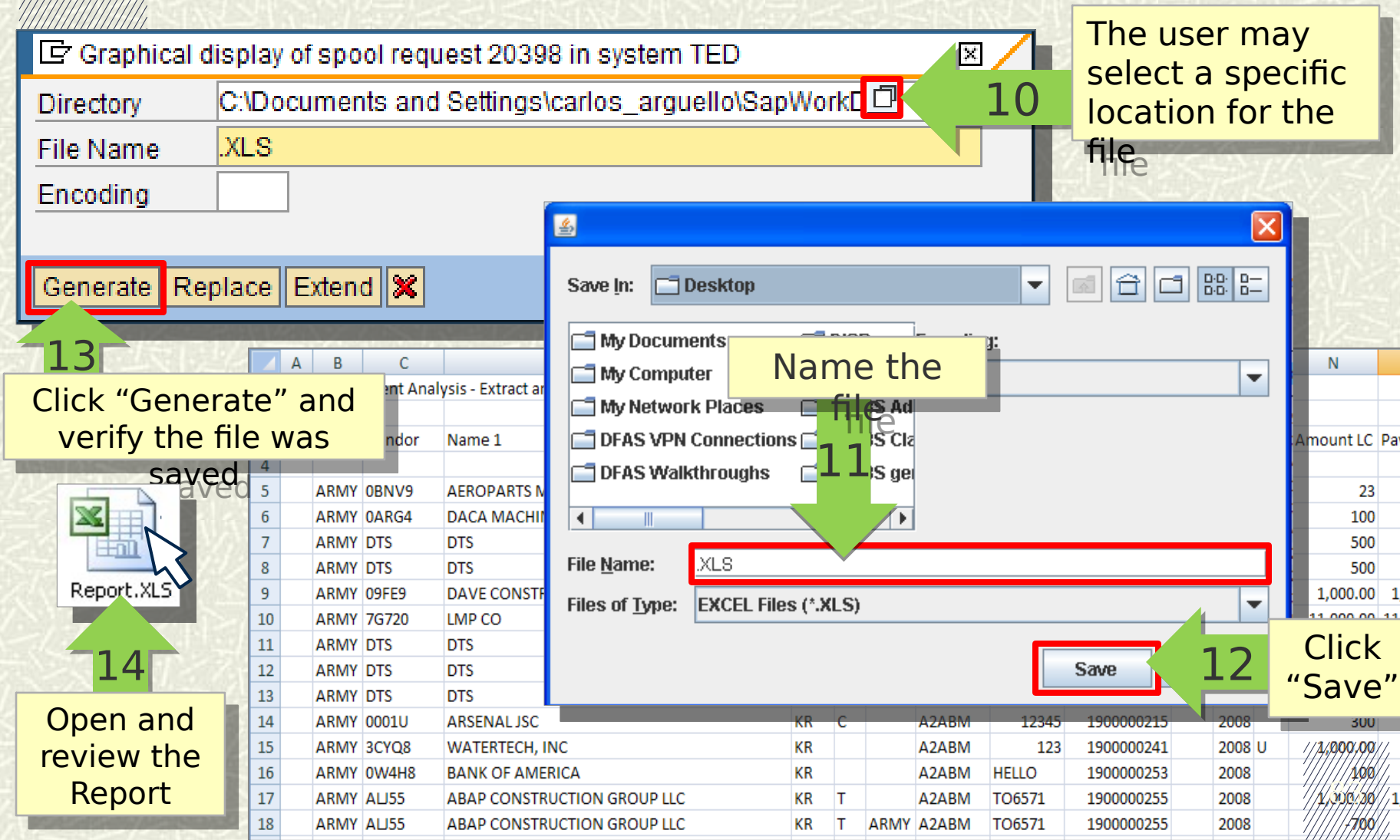
CoCd	Vendor	Name 1	Type	PM	BusA	Funds Ctr	Reference	Doc
ARMY	0BNV9	AEROPARTS MILPAQ DIV	KR	C		A2ABM	34242342	190
ARMY	0ARG4	DACA MACHINE & TOOL CO., INC.DACA M	KR	C		A2ABM	2WAY	190
ARMY	DTS	DTS	KR	C		A2ABM	0NZCO6	190
ARMY	DTS	DTS	KR	C		A2ABM	0NZCO8	190
ARMY	09FE9	DAVE CONSTRUCTION ASSOCIATES, INC.	KR	C		A2ABM	TESTF110	190
ARMY	7G720	LMP CO	KR	C		A2ABM	B22241	190
ARMY	DTS	DTS	KR	C		A2ABM	DWNPYMT	190
ARMY	DTS	DTS	KR	C	ARMY	A2ABM	DWNPYMT	190
ARMY	DTS	DTS	KR	C		A60FL	0NZCO8	190
ARMY	0001U	ARSENAL JSC	KR	C		A2ABM	12345	190
ARMY	3CYQ8	WATERTECH, INC	KR			A2ABM	123	190
ARMY	0W4H8	BANK OF AMERICA	KR			A2ABM	HELLO	190
ARMY	ALJ55	ABAP CONSTRUCTION GROUP LLC	KR	T		A2ABM	TO6571	190
ARMY	ALJ55	ABAP CONSTRUCTION GROUP LLC	KR	T	ARMY	A2ABM	TO6571	190
ARMY	ALJ56	Jane Smith	KR	T		A2ABM	TO6571	190
ARMY	ALJ56	Jane Smith	KR	T	ARMY	A2ABM	TO6571	190
ARMY	3956	NORTHROP GRUMMAN SYSTEMS CORPORATIO	KR	D		A2ABM	F110.017 TEST 3037	190
ARMY	3956	NORTHROP GRUMMAN SYSTEMS CORPORATIO	KR	C		A2ABM	F110.017 TEST	190

SM37- Simple Job Selection (Job retrieval) (Cont'd)

Exporting the report to Excel



SM37- Simple Job Selection (Job retrieval) (Cont'd)



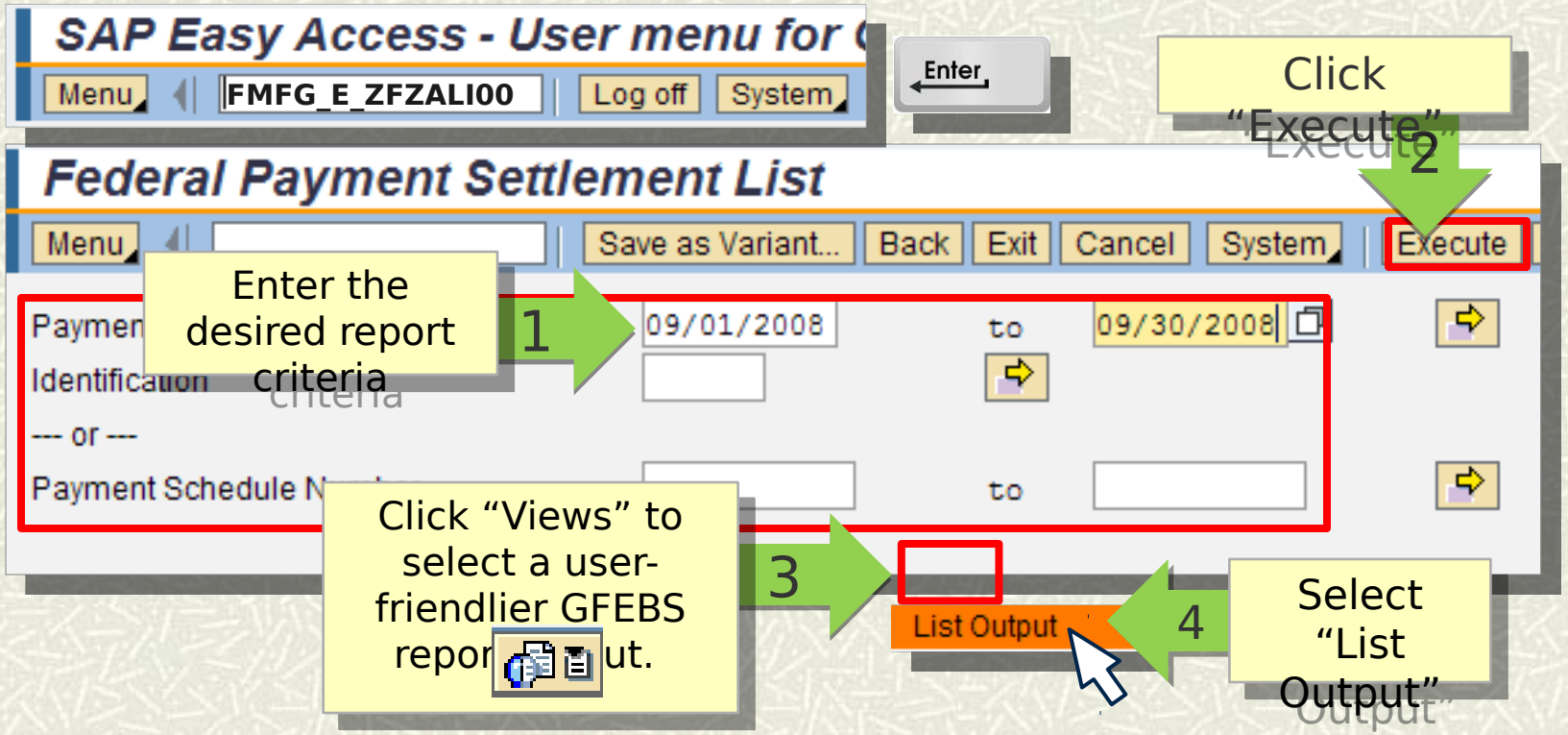
Changing a Report Layout

Changing a Report Layout

GFEBS allows the user the ability to add or remove displayed data elements from most reports. Some users may consider the default report data sufficient, others may require additional data to be displayed and lastly, some may not find use for some of the data elements in a particular layout. Adding or removing displayed data allows for the customization of the reports by requesting and displaying what the individual users deem as crucial elements.

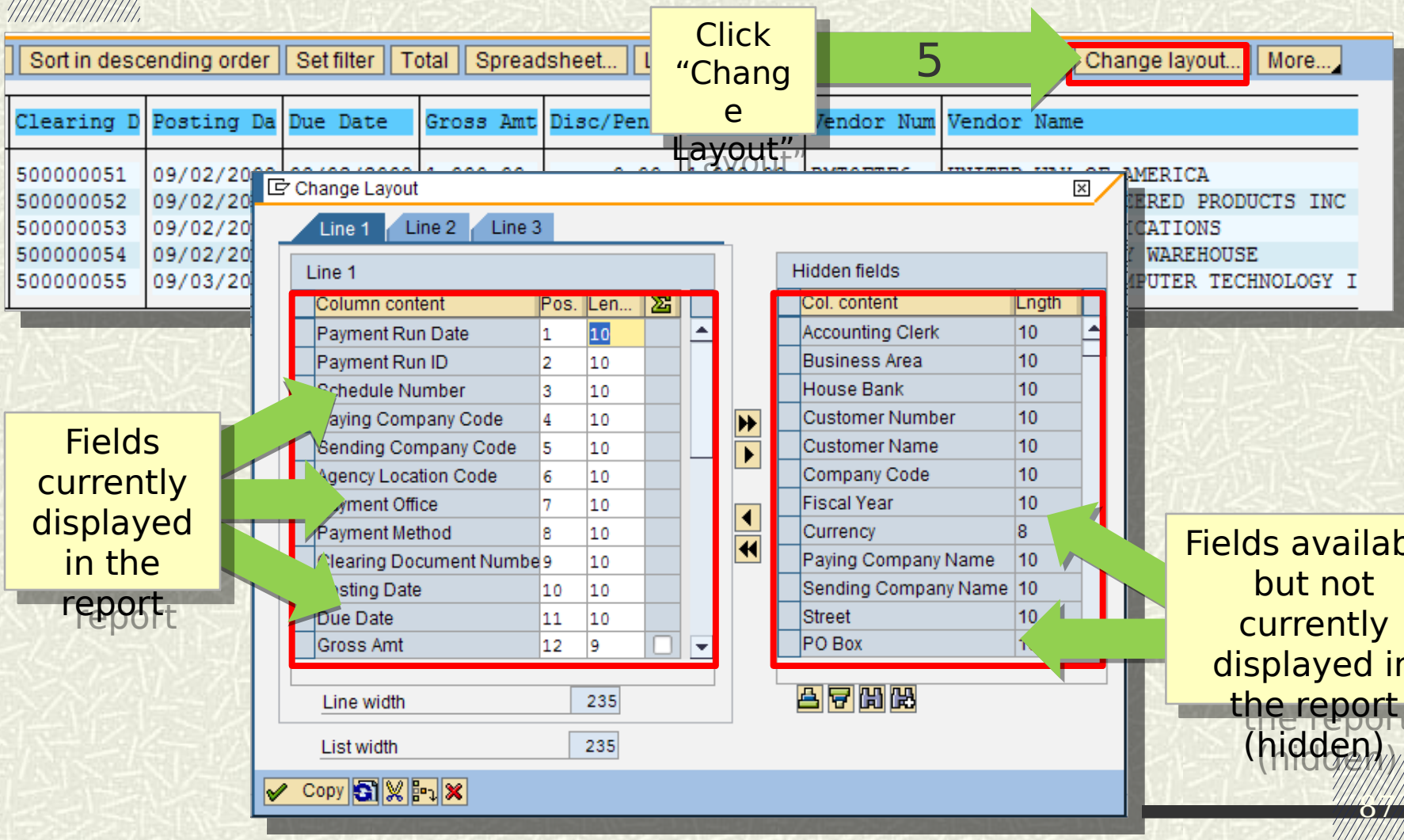
The use of this option is based on the user generating the report, FTF office data retrieval needs or overall reporting requirements. Once the changes are made, the requestor's GFEBS User Profile may be permanently updated with the

Changing a Report "Layout"



***Note**: this report is an example only. These actions can be executed for most GFEBS reports*

Changing a Report "Layout" (Cont'd)

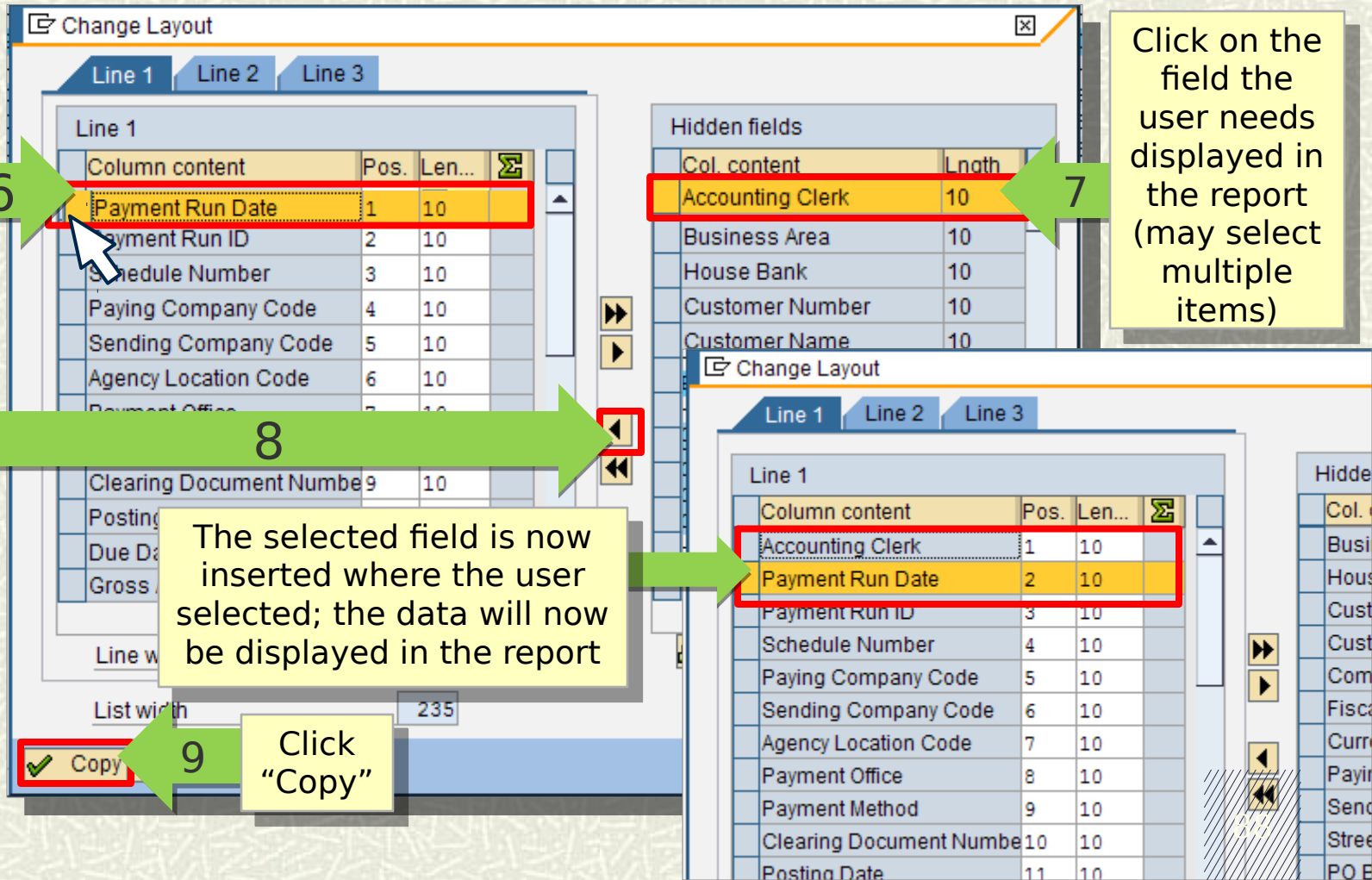


Changing a Report "Layout" (Cont'd)

Adding additional "Fields" to a Report

Single-click on the field where the user needs to insert the additional data (Click the Grey box to the left of the column description)

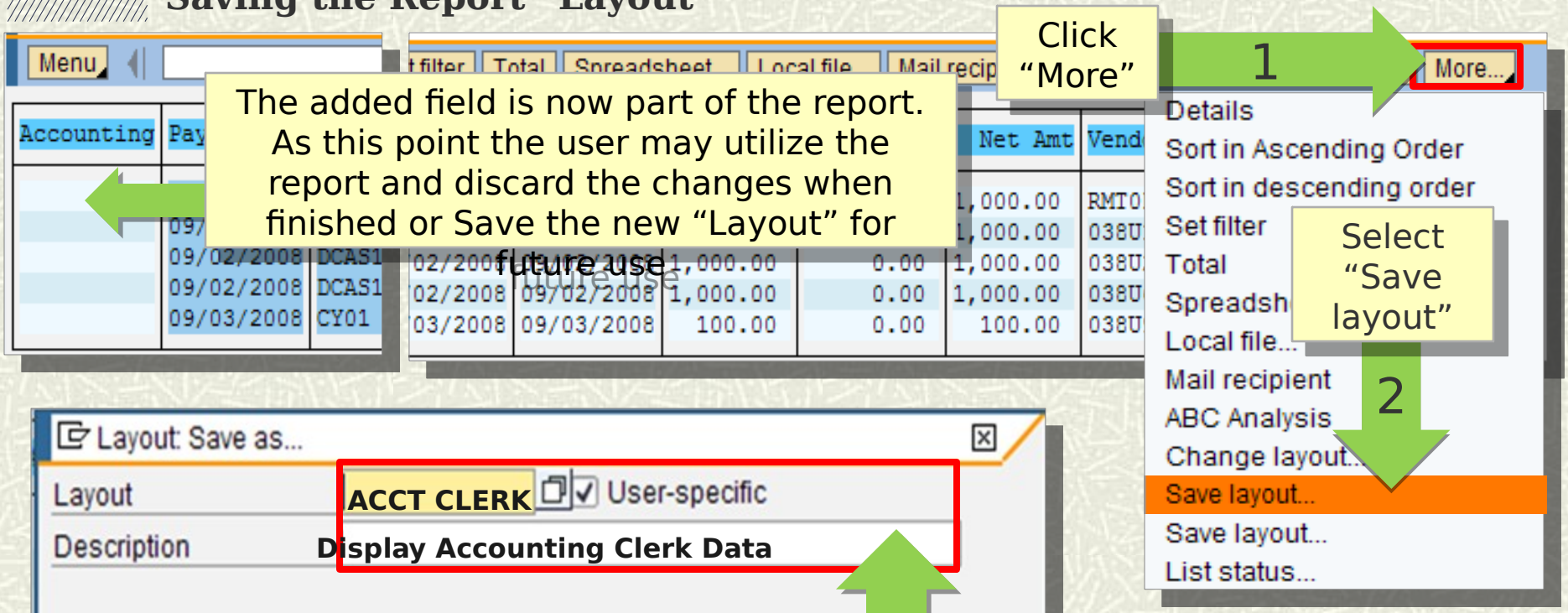
Click the single Arrow pointing "Left" to transfer the hidden field



Click on the field the user needs displayed in the report (may select multiple items)

Changing a Report "Layout" (Cont'd)

Saving the Report "Layout"

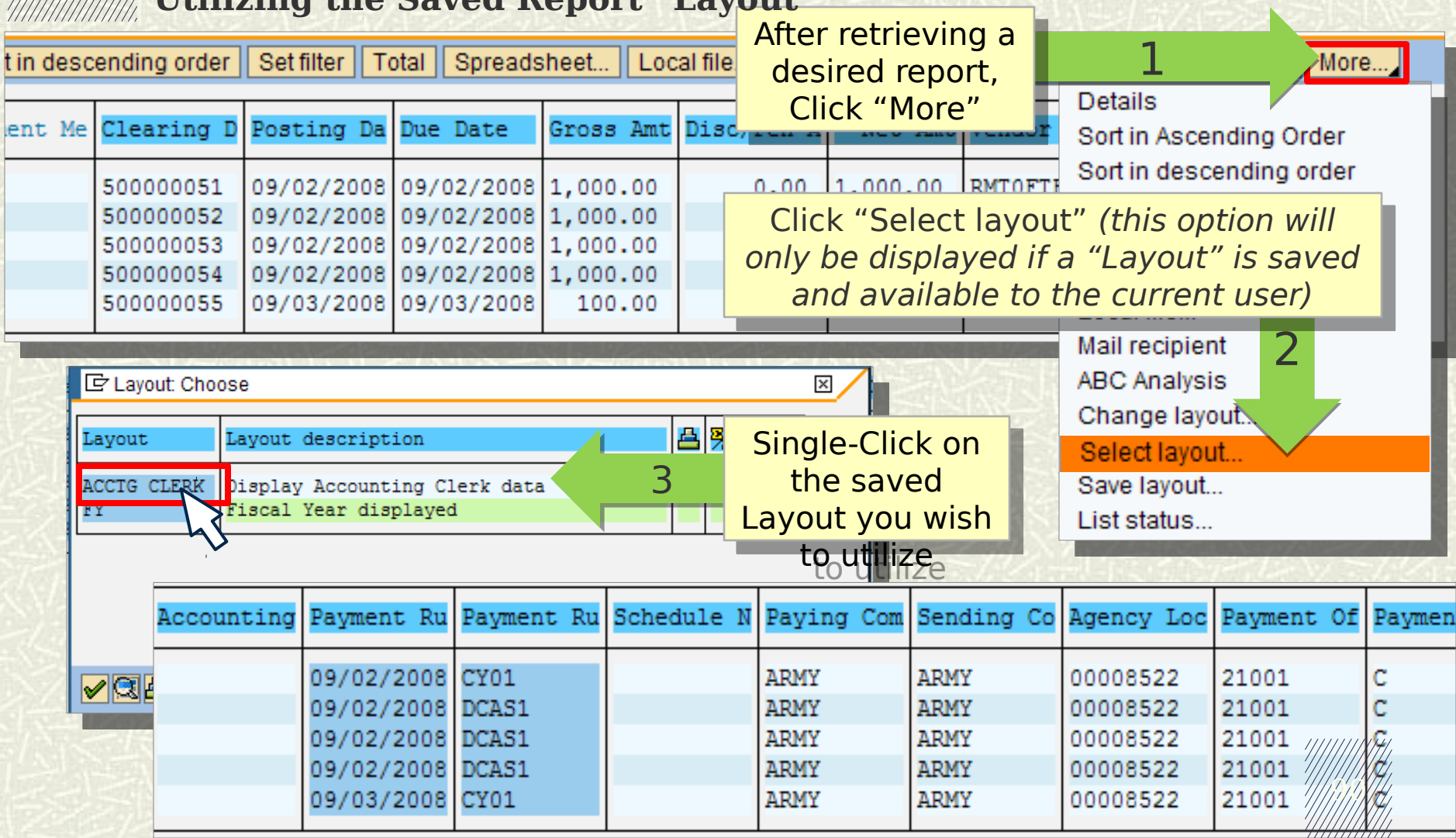


Enter a "Name" and brief "Description" of the new Layout for Future reference and utilization.

Note: *the "User Specific" checkmark indicates this new user layout is only*

Changing a Report "Layout" (Cont'd)

Utilizing the Saved Report "Layout"



Report shortcuts and keys

Report Shortcuts and Keys

Allows the user to view all details for a particular line (a specific line must be selected)

Allows the user to sort the report data in “Descending order” (A to Z) (must select a particular “Column”)

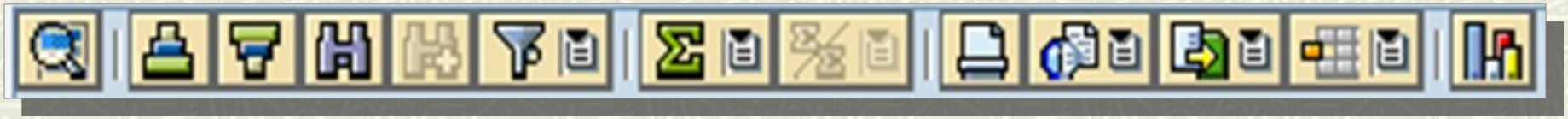
Allows the user to sort the report data in “Ascending order” (Z to A) (must select a particular ‘Column”

Allows the user to “Search” for a specific item within the report (Name, amount, etc.)

Allows the user to set a “Filter” for the data (must determine what items to filter the data with)

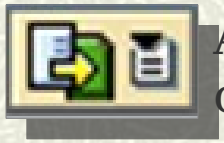
Allows the user to “Total” the data and to determine “Mean”, “Minimum and
“Maximum” values (must

Report Shortcuts and Keys



Allows the user to “Print” the report

Allows the user to select a specific “View”



Allows the user to Export the data to Excel format, HTML Format or Sent it to another GFEBS user within the system

Allows the user to select a pre-established report Layout (must be already saved under the particular report module)

Allows the user to develop a “Graphic” display of the specific report

Check on Learning

ch of these reports can be used to determine what Invoices have been paid?

- ZPMT_WAREHOUSE
- FMFG_E-ZFZALI00
- FMRC

ch of these reports can be used to determine what Invoices have NOT been paid

- ZPMT_WAREHOUSE
- FMFG_E-ZFZALI00
- FMRC

- **A report you are generating is taking too long to process. What option does GFEBS offer that allows you to generate the report and continue your work at the same time?**

Generate reports in the "Background"

ser needs to add or remove Data (Items) for a particular report, what must the u

Change the report "Layout"

What is the use of this "report Butto ?

Search for a particular item within the report (Amount, Vendor name, etc.)

What is the use of this "report Button ?

Download the report in Excel Format (and other formats)

What is the use of this "report Butto ?

Displays all the details of a selected transaction.

GFEBS useful Links

GFEBS Home Page

http://www.gfebs.army.mil/

Army Knowledge Online (AKO)

https://www.us.army.mil

milWIKI

https://www.milsuite.mil/login/Login?goto=https%3A%2F%2Fwww.milsuite.mil%3A443%2Fwiki%2FPortal%3AGFEBS

tment of Defense Financial Management Regulation (DoDFMR)

http://comptroller.defense.gov/fmr/

DFAS-IN 37-100

http://www.asafm.army.mil/offices/bu/dfas37100.aspx?officecode=1200

USAFMCOM OST Training materials

http://asafm.army.mil/offices/FO/OpSupport.aspx?OfficeCode=1500

QUESTIONS
?
GFEBS
GENERAL FUND ENTERPRISE BUSINESS SYSTEM